



Harrisburg Area Community College Center for Global Education

International Student Services
 One HACC Drive, Cooper Center 101A, Harrisburg, PA 17110
 Ph: 717-780-1101 Fax: 717-780-2436
 Email: jldaley@hacc.edu

Social Security: On-Campus Work Authorization for F-1 Students

Part A: Non-immigrant's Information-Completed by Student

Student's Name	LAST:	FIRST:
Date of Birth	Month:	Day: Year:

Part B: Identification of Employment-Completed by HACC Supervisor

HACC, On-Campus Location	
Career Services or Student Worker Supervisor	
Employer Telephone Number	
Position Title	
Dates of Employment (Anticipated)	Begin: End:
Number of Hours/Week (Approximate)	
Nature of Employment (e.g., cashier, receptionist, library aide, teaching in exchange for reduced tuition, etc.)	

 Student Worker Supervisor
 (Signature)

 Student Worker Supervisor
 (Printed Name)

 Date

Part C: DSO Signature

This student is in lawful F-1 non-immigrant status at the Harrisburg Area Community College. S/he is eligible for employment under US immigration regulations 8 CFR 214.2(f)(9)(i). If you have any questions please contact International Student Services by email at jldaley@hacc.edu or by telephone at (717) 780-1101.

 Designated School Official
 (Signature)

 DSO
 (Printed Name)

 Date

Social Security: Application Instructions

- 1. Wait 10 – 15 days from the date you entered the U.S. before applying for your SSN.**
2. After you have found a job on campus, see the International Student Coordinator or campus DSO to complete Part C of this form.
3. Have your on-campus supervisor or career services complete Part B of this form
4. Bring documents to a Social Security Administration (SSA) Office. Visit www.ssa.gov for convenient locations. When you go to the SSA Office, you must present the following documents:

On-Campus Employment – F-1 students seeking an SSN for on-campus employment are required to complete the reverse side of this form

- SSN application form (available at the Social Security Office or online at www.ssa.gov)
- I-20 document
- Passport, visa stamp, I-94 card
- This form completed with signature

Off-Campus Employment – F-1 students seeking an SSN for off-campus employment are not required to complete the reverse side of this form

F-1 Curricular Practical Training (CPT)

- SSN application form (available at the Social Security Office or online at www.ssa.gov)
- I-20 document, endorsed for CPT
- Passport, visa stamp, I-94 card

F-1 Optional Practical Training (OPT)

- SSN application form (available at the Social Security Office or online at www.ssa.gov)
- I-20 document, endorsed for OPT
- Employment Authorization Document (EAD)
- Passport, visa stamp, I-94 card

5. After you submit your application to SSA, ask for a receipt that will verify your submission.
6. The SSA will mail the card to you within **2-6 weeks** of submitting the application.
7. When you receive the card, contact the International Student Coordinator.