THE NEW SCHOOL

SSN

Social Security Number

For more information visit www.ssa.gov

What is an SSN?

An SSN is a 9-digit, personal identification number issued to U.S. citizens and permanent residents by the United States **Social Security Administration**. The SSN is one of the most important numbers an individual can have. You must have an SSN to apply for a job, file taxes, and obtain credit. For all of these reasons, an SSN is also one of the most private pieces of personal information an individual uses, and should be kept private. Do not carry your original SS card with you. Keep it in a safe place. Please be aware that an SSN is not employment authorization. Students must have employment authorization for any off-campus employment prior to applying for an SSN.

Who is eligible to apply?

F-1 and **J-1** students or **J-2** dependents are eligible to apply for a social security number only if they are in status and authorized to work. You should wait until you are in the United States for at least 10 days before applying for a Social Security number. Report also to ISS prior to applying for a number. Any work authorization must be for at least 30 days or no SSN will be issued.

F-1 work authorization must be in **one** of the following forms:

- A letter from an employer (on-campus or off-campus) offering employment, and a letter from ISS certifying employability.
- A valid Employment Authorization Document (EAD) issued by the U.S. Department of Homeland Security with a start date that has already been reached.
- Curricular Practical Training authorization on I-20

J-1 students and Exchange Visitors should have a letter from their Responsible Officer explaining that they are eligible to work.

US citizens and permanent residents are eligible to receive an SSN regardless of employment.

Who is not eligible to apply?

Students who are not maintaining F-1 or J-1 status are not permitted to apply for a Social Security number. Visitors with any sort of B or even "B-2 Prospective Student" status are also ineligible.

ITIN

Individual Taxpayer Identification Number

For more information visit www.irs.gov

What is an ITIN ?

An ITIN is a tax processing number issued by the **Internal Revenue Service**. It is a nine-digit number. ITINs are used for **tax purposes only**, and are not intended to serve any other role. IRS issues ITINs to help individuals comply with the U.S. tax laws, and to provide a means to efficiently process and account for tax returns and payments for those not eligible for Social Security Numbers. An ITIN does not authorize work in the U.S. It is not valid for identification outside of the tax system. It does not establish immigration status.

Who is eligible to apply?

If you do not have an SSN and are not eligible to obtain an SSN, but you have a requirement to furnish a federal tax identification number or file a federal income tax return, you must apply for an ITIN. If you have an application for an SSN pending, do not apply for an ITIN number.

Examples of individuals who need ITINs include:

- Non-resident alien filing a U.S. tax return who is not eligible for an SSN.
- Dependent or spouse of a non-resident alien visa holder

Who is not eligible to apply?

If you have an application for an SSN pending, do not apply for an ITIN number.

May I get an ITIN now and an SSN later?

Yes. When you become eligible for employment, you will be able to apply for an SSN regardless of whether you already have an ITIN or not.

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✦How to apply for an SSN?

❑ **Step 1:** Before going to The Social Security Card Center you will need an official Letter of Employment Eligibility issued by the ISS office. In order to get one you need to submit the following documents:

- ❑ Job offer letter. The letter must include: Your full name per passport, nature of the job, (e.g. library aide, office worker, research assistant), start date, number of hours you are expected to work per week, office address, telephone number, name of supervisor, signature and title of signatory, and date letter was issued.
- ❑ ISS Service Request Form: http://newschool.dormpo.com/forms/ISS_servicerequest.html.

❑ **Step 2:** Pick-up the letter of Eligibility for Social Security Number application at ISS.

❑ **Step 3:** Bring the following supporting documents to The Social Security Card Center and file there the *Application For A Social Security Card* (Form SS-5). For on-campus and CPT authorized employment, you cannot apply for an SSN more than 30 days in advance of the employment start date. For OPT employment, you cannot apply for an SSN until the start date on the EAD card has been reached.

- ❑ Valid unexpired passport
- ❑ I-94 electronic record
- ❑ Form I-20 (with CPT authorization, if applicable) or Form DS-2019
- ❑ Your New School Identification Card
- ❑ Letter offering employment (for on-campus jobs only)
- ❑ Letter of Eligibility issued by ISS
- ❑ EAD card (if you have one)

The range of time to receive your SSN is from **two weeks to eight weeks**, depending upon how long the SSA may take to verify your documents with the US Citizenship and Immigration Service

❑ **Step 4:** You will receive a letter stating that your SS Card is in process. Submit this letter to your employer, once you receive the card submit a copy to your employer or Human Resources and to ISS.

✦Social Security Card Centers:

(For SS cards only)

Manhattan:
123 William Street, 3rd Fl.
New York, NY 10038
(2, 3, 4, 5, A, C to Fulton Street)
M – F: 7 a.m. – 4.p.m.

Queens:
155-10 Jamaica Avenue, 2nd Fl.
Queens, NY 11432
(E, J to Jamaica Center)
M – F: 7 a.m. - 4:00 p.m.

Brooklyn:
154 Pierrepont Street, 6th Fl.
Brooklyn, NY 11021
(2,3,4,5 to Borough Hall)
M – F: 7 a.m. – 4:00 p.m.

Bronx:
820 Concourse Village West, 2nd Fl.
Bronx, NY 10451
(4, D to Yankee Stadium)
M – F: 7 a.m. - 4:00 p.m.

✦How to apply for an ITIN?

❑ **Step 1:** You must complete Form W-7 (fillable online form available at http://www.irs.gov/pub/irs-pdf/fw7.pdf) This form can also be obtained by calling 1-800-829-1040, or by visiting the nearest IRS Taxpayer Assistance Center. If completing the W-7 by hand please type or print clearly.

❑ **Step 2:** Submit your completed and signed W-7 Form in person to the ISS office, along with clear copies of the following immigration documents:

- ❑ Valid unexpired passport (biographical page only)
- ❑ Current electronic I-94 admission record
- ❑ Form I-20 or DS-2019
- ❑ Student visa

❑ **Step 3:** Submit an ISS online service request for Individual Taxpayer Identification Number (ITIN) at: https://newschool.dormpro.com/forms/ISS/ServiceRequest.html

ISS will issue a letter, certifying the authenticity of your documents and verifying your F-1 or J-1 status, and will mail the letter, your W-7 form and the copies of your documents to the IRS for processing.

You may also visit an IRS Taxpayer Assistance Center (http://www.irs.gov/uac/Contact-Your-Local-IRS-Office-1) in lieu of having ISS mail your information to the IRS. Taxpayer Assistance Centers (TACs) in the United States provide in-person help with ITIN applications on a walk-in or appointment basis. Be sure to take your completed W-7 form and your immigration documents, listed above, with you when you visit the TAC.

❑ **Step 4:** If you qualify for an ITIN and your application is complete, you will receive a letter from the IRS assigning your tax identification number, usually within six weeks. If you have not received your ITIN or other correspondence six weeks after applying, you may call the IRS toll-free number at 1-800-829-1040 to request the status of your application.

When you get your SSN card/ITIN letter, please bring it to the ISS Office so we can make a copy for your file.

International Student Services
79th Fifth Avenue,5th Floor New York, NY Phone (212) 229-5592 Fax (212) 229-8992
150 West 85th Street, Rm. 202 New York, NY Phone (212) 580-0210 Fax (212) 580-1738
email us at ISS@NewSchool.edu