



Social Security Letter Request

Instructions:

- Submit this original form to ISSS to request a letter to apply for a Social Security Number (SSN).
- Take the letter and this form along with your immigration documents to the Social Security Administration (SSA) Office. Refer to our web page for a complete list of immigration documents – smu.edu/international/iss/USLiving
- All signatures must be in **BLUE** ink.
- Your letter will be ready for pick-up in 5 business days after you submit the request. If a person other than you (the student) is picking up the letter, then they will need to bring the FERPA Release Form and a photo ID at the time of pick-up.
- If you are a new student this semester, you must wait 30 days after the Add/Drop period to apply for an SSN.

TO BE COMPLETED BY STUDENT		
FAMILY NAME:	FIRST/MIDDLE NAME:	
SEVIS ID NUMBER:	SMU ID NUMBER:	
CURRENT U.S. STREET ADDRESS:		
CITY:	STATE:	ZIP CODE:
VISA TYPE: <input type="checkbox"/> F-1 Student <input type="checkbox"/> J-1 Student		PROGRAM END DATE:
<input type="checkbox"/> I understand that I need to be enrolled full time to get this letter <input type="checkbox"/> I understand that I am only eligible to receive a letter for On-Campus employment I understand that I am responsible for complying with my student visa regulations in addition to any applicable federal, state, and local laws and regulations as well as SMU's policies regarding employment. I understand that a violation of my visa status may result in termination of my record and possible deportation.		
Signature: _____		Date: _____

EMPLOYMENT INFORMATION (TO BE COMPLETED BY ON CAMPUS SUPERVISOR/EMPLOYER)	
SMU EMPLOYING DEPARTMENT/ON-CAMPUS CONTRACTOR:	
SMU EMPLOYER IDENTIFICATION NUMBER (EIN): 75-0800689	
STUDENT'S JOB TITLE:	TOTAL HOURS PER WEEK:
EMPLOYMENT START & END DATES:	
SUPERVISOR NAME:	SUPERVISOR PHONE:
SUPERVISOR TITLE:	SUPERVISOR EMAIL:
<i>I understand that F-1 and J-1 students are not eligible to work more than 20 hours per week while school is in session. Full-time employment is permitted during vacation periods, if the student intends to register the subsequent semester.</i>	
SUPERVISOR SIGNATURE:	DATE: