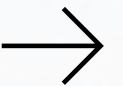


ITIN AND SOCIAL SECURITY WORKSHOP

**It's all about finding a job :-)
&
paying taxes. :-)**



This presentation will cover :

- The difference between a **SSN and an ITIN**
- How to obtain a Social Security Number through **On-Campus Employment**
- How to obtain a Social Security Number through **Curricular Practical Training (CPT)**



Why Do You Need a Social Security Number or an ITIN ?

Social Security Number : PAY TAXES

ITIN

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.**

They are issued regardless of immigration status, because both resident and nonresident aliens may have a U.S. filing or reporting requirement under the Internal Revenue Code. ITINs do not serve any purpose other than federal tax reporting.

An ITIN does not:

- Authorize work in the U.S.
- Provide eligibility for Social Security benefits
- Qualify a dependent for Earned Income Tax Credit Purposes



Social Security Number and ITIN

What are the differences?

Social Security Number

A **Social Security Number (SSN)** is a national identification number used to track US earnings and to report required tax information. It is **assigned permanently** and does not change or expire, even after you return home or during an extended absence from the country.

As a nonimmigrant, **you are not required to have an SSN unless you become employed in the United States**

ITIN

An **Individual Taxpayer Identification Number (ITIN)** is a tax processing number issued by the Internal Revenue Service. The IRS issues ITINs to individuals who are required to have a U.S. taxpayer identification number but **who do not have, and are not eligible to obtain, a Social Security number (SSN) from the Social Security Administration.**



How to obtain a Social Security Number through On-Campus Employment



First, find a Job Through the Student Employment Office

<https://www.rochester.edu/student-employment/>

- More money in your pocket
- Advance your skill set
- Networking Opportunities
- Long Term Employment Opportunities that could launch your career.



Remember that not all positions are eligible for Social Security Numbers.

For Service Employment Eligibility

- Employment through Job Link
- Codes: 6004, 6005, 6006, 6007, 6106

Non-Service is Ineligible

Employment that is typically associated with acceptance to the university

- Codes: 6000, 6001, 6002, 6003, 6100, 6101, 6102, 6103
- Teaching assistantship, graduate assistantship, or stipend based position.





STEP 1

Get your Employment Verification Letter from the ISO office

After hiring, your new employer will send your Employment Verification Letter to the ISO via campus mail.

ISO will sign the letter and it will be ready for you to **pick it up from the College Town Office.**





then...

Fill out the Employment Verification Letter

Complete the attached form

Print it on letter head (this is important)

Sign-it in original ink (this is also important)

Mail it to the ISO--Box 270446.

Verification of F-1 Student's On-Campus Employment

To: Social Security Administration

From: University of Rochester (EIN # 16-0743209)

SECTION 1: Information from Employing Department	
This is evidence of on-campus employment for: _____ <small>(Passport Name of F-1 student)</small>	
Nature of student's job (e.g., wait staff, library aide, research assistant, etc.) _____	
Start Date: ____/____/____	Number of hours per week: ____
Employer information: _____ <small>Employing Department</small>	
_____ <small>Student's Immediate Supervisor</small>	
_____ <small>Telephone Number</small>	
Employer's Original Ink Signature (no stamps)	Date
_____ <small>Signatory's Name & Title</small>	

SECTION 2: Verification of employment from International Services Office	
Designated School Official	Date
_____ <small>Signatory's Name & Title</small>	585-275-2866
	Phone

When you are done the letter should look like this one >>

Verification of F-1 Student's On Campus Employment

To: Social Security Administration

From: University of Rochester (DDN # 16-0743209)

Section 1: Information from Employing Department

This is evidence of on-campus employment for: [REDACTED]
(Occupation Name of F-1 student)

Duties of student's job (e.g., mail staff, library aide, research assistant, etc.):

Graduate Head Resident - First Year Quad, Gilbert Hall

Start Date: 08 / 01 / 2022 Number of hours per week: 18

Employer's Information: Office for Residential Life & Housing Services
Employing Department
Ryan Moguel
Student's Immediate Supervisor
585-375-6555
Employer's Address

Employer's Signature (for signature line stamped)

08/29/2022

Date

Fazal's Chopra, Business Operations Manager

Signature's Name & Title

Section 2: Verification of employment from International Services Office

Veronica L. Fort DDO 8/31/2022
Designated School Official (DSO) Date

Veronica L. Fort 585-275-2000
Supervisor's Name & Title Phone

STEP 2

Gather the documents you need

- **Completed Social Security Form SS-5**
- **Original Immigration Documents**
 - Original Passport & Student Visa
 - Original I-20 or DS-2019
 - Printed I-94 Admission Record (or paper card)
- **Proof of Status and SSN Eligibility**
 - F1: Verification of F1 On-Campus Employment Letter
or
 - J1: Social Security Letter



STEP 3

Go to the Social Security Office

The address for the Social Security Office is :

200 E Main St 2nd floor, Rochester, NY 14604

Hours:

- Monday: 9:00 AM-4:00 PM
 - Tuesday: 9:00 AM-4:00 PM
 - Wednesday: 9:00 AM-4:00 PM
 - Thursday: 9:00 AM-4:00 PM
 - Friday: 9:00 AM-4:00 PM
- **Phone:** (800) 772-1213
 - **Phone:** (866) 964-2045.



STEP 4 Report your SSN to the Registrar at your respective school

Eastman Institute for Oral Health

Linda Lipani

Office Location: EASTMAN INSTITUTE FOR ORAL
HEALTH

Eastman School of Music

Jenne LaPlaca

Office Location: 25 GIBBS ST EASTMAN PL 1ST
FLOOR STE G

Arts, Sciences & Engineering

Tina Sturgis

Office Location: LATTIMORE 127A

School Of Nursing

Andrea Chamberlain

Office Location: HWH 2W140

Warner School of Education

Crys Cassano

Office Location: 246 LECHASE HALL

School of Medicine and Dentistry

Kathleen Kelly

Office Location: 601 ELMWOOD AVE RM
G7644B

Simon Business School

Andrew Smagin

Office Location: CAROL SIMON HALL RM 2341

School of Medicine and Dentistry (Grad)

Tracy Pezzimenti

Office Location: MEDICAL CENTER G-9555



How to obtain a Social Security Number through Curricular Practical Training (CPT)





STEP 1

Arrange for CPT

Curricular Practical Training (CPT) is temporary training or work related experience that is aligned with your academic field of study. You will have to work with your academic advisor to arrange for CPT.

You can only apply for your Social Security Number 30 days prior to your CPT start date.



STEP 2

Gather the documents you need

- **Completed Social Security Form SS-5**
- **Original Immigration Documents**
 - Original Passport & Student Visa
 - Original I-20 or DS-2019
 - Printed I-94 Admission Record (or paper card)
- **Proof of Status and SSN Eligibility**
 - F-1 I-20 Eligibility W/ CPT—this is your updated I-20
 - EAD Card



STEP 3

Go to the Social Security Office

The address for the Social Security Office is :

200 E Main St 2nd floor, Rochester, NY 14604

Hours:

- Monday: 9:00 AM-4:00 PM
 - Tuesday: 9:00 AM-4:00 PM
 - Wednesday: 9:00 AM-4:00 PM
 - Thursday: 9:00 AM-4:00 PM
 - Friday: 9:00 AM-4:00 PM
- **Phone:** (800) 772-1213
 - **Phone:** (866) 964-2045.



STEP 4 Report your SSN to the Registrar at your respective school

Eastman Institute for Oral Health

Linda Lipani

Office Location: EASTMAN INSTITUTE FOR ORAL
HEALTH

Eastman School of Music

Jenne LaPlaca

Office Location: 25 GIBBS ST EASTMAN PL 1ST
FLOOR STE G

Arts, Sciences & Engineering

Tina Sturgis

Office Location: LATTIMORE 127A

School Of Nursing

Andrea Chamberlain

Office Location: HWH 2W140

Warner School of Education

Crys Cassano

Office Location: 246 LECHASE HALL

School of Medicine and Dentistry

Kathleen Kelly

Office Location: 601 ELMWOOD AVE RM
G7644B

Simon Business School

Andrew Smagin

Office Location: CAROL SIMON HALL RM 2341

School of Medicine and Dentistry (Grad)

Tracy Pezzimenti

Office Location: MEDICAL CENTER G-9555

Important tips about applying for a card and keeping your card safe



- Remember that the name on your passport has to be the name on your SS-5 application.
- The Social Security Office is not taking appointments. For now, it is walk-in service only. This may change with Covid conditions.
- Make sure that if you have your card sent to your home that you fill out the address portion of the SS-5 correctly.
- Do not alter your card. Do not laminate it. Do not write on it.
- Keep your card in a safe place and do not share your Social Security Number with anyone!
- Once you obtain an on-campus job you will be contacted by Glacier to fill out tax paper work

Other Tips To Keep In Mind

- Students are permitted to work 20 hours per week during the academic semester
- Students are permitted to work 40 hours per week during the breaks
- Payroll questions need to be referred to Glacier
- Fulbright Scholars are permitted to have SSNs
- J Students are SSN eligible
- There are credit card companies who offer credit cards to international students (see the slide below)



Credit Card Companies That Do Not Require A Social Security Number

These options may have high interest rates and an annual fee.

The ISO does not endorse any of these options.

Bank of America Travel Rewards Credit Card

<https://secure.bankofamerica.com/apply-credit-cards/public/ica-single/#/info/>

Deserve® EDU Mastercard for Students

<https://www.deserve.com/apply-for-deserve/edu/>

Capital One QuicksilverOne Cash Rewards Credit Card

<https://www.capitalone.com/credit-cards/quicksilverone/>

SSN and ITIN workshops for students

Every Friday from 3:00 PM-4:00 PM

**Beginning September 2nd and
running to November 18th on Zoom at**
[https://rochester.zoom.us/j/95979260916?](https://rochester.zoom.us/j/95979260916?pwd=dExTRnNPdE1OQXNkNGRtZGxrNlZ4Zz09)
[pwd=dExTRnNPdE1OQXNkNGRtZGxrNlZ4Zz09](https://rochester.zoom.us/j/95979260916?pwd=dExTRnNPdE1OQXNkNGRtZGxrNlZ4Zz09)





THANK YOU!
QUESTIONS?
