

**Sample Language for a Letter to Businesses and Organizations Asking for a Social Security Number from Nonimmigrant Students**

[We suggest using school letterhead]

This letter verifies that the following nonimmigrant student is an international student at [name of your school]. This student does not work and, therefore, cannot get a Social Security number from the Social Security Administration. In lieu of a Social Security number the following information shows the student's name and immigration status.

Last Name	First Name	Middle Name
Current Address		
Passport Number	Country of Citizenship	Date of Birth
SEVIS ID Number	I-94 Number	
Program Start Date	Program End Date	

The SEVIS ID number is found on the upper right hand side of the student's Form I-20, which is a document issued from the Student and Exchange Visitor Information System (SEVIS) maintained by the Immigration and Customs Enforcement bureau within the Department of Homeland Security.

The I-94 is the Arrival/Departure Record that is stamped by Customs and Border Protection within the Department of Homeland Security. It indicates that the student entered legally. The D/S (duration of status) on the form shows that the student may remain in the United States while attending school full-time and otherwise obeying immigration laws. This student is allowed to remain in the United States until 60 days after the program end date shown above.

The Social Security Administration does not issue Social Security numbers to nonimmigrant students who do not have work authorization. Use of a Social Security number cannot be required unless there is:

- A federal law requiring use of the Social Security number to get a particular benefit or service or;
- A state or law requiring an Social Security number to get general assistance benefits the student already have qualified for.

If your organization requires a number to meet governmental requirements, the Social Security Administration requires that the student provide them with a letter on letterhead stationery (no form letters or photocopies), that:

- Identifies the student as the applicant;
- Cites the law requiring a Social Security number;
- Indicates that the student meets all the agency's requirements, except having the number; and
- Contains an agency contact name and telephone number

For more information see the SSA publication, *Social Security Numbers for Noncitizens*, at <http://www.socialsecurity.gov/pubs/10096.pdf>.

[Name and phone number of DSO]