

F-1

Tompkins Cortland Community College
Office of Global Initiatives Room 230

On-Campus Employment

DOCUMENTS THAT F-1 STUDENTS MUST TAKE TO THE SOCIAL SECURITY OFFICE WHEN APPLYING FOR A SOCIAL SECURITY NUMBER:

1. Passport and I-94 document (You may need to print out your most recent copy from the CBP website: <https://i94.cbp.dhs.gov/I94/request.html>)
2. Most recent I-20 form
3. Letter from the Office of Global Initiatives verifying that the student is full-time and doing good academic standing and that they are eligible for on-campus employment. To obtain this letter, you must submit to them item #4, below.
4. Letter from your on-campus employer verifying job, official start date, and number of hours to be worked per week. (Maximum of 15 hours during the regular semester, as per TC3's policy.) This letter must be signed and Printed on letterhead for the Office of Social Security.

Student must be “checked in” to SEVIS as having arrived to TC3 before going to the Social Security Office to apply for a card. Be sure to verify with Global Office that it’s happened before going. At the Social Security office, you will fill out an application form in order to request a number. It will take approximately 2-3 weeks before you receive your number in the mail. You may not begin work until you have the card.

The address for the Social Security office is:

127 West State Street
2nd floor
Ithaca, NY 14850
Phone: 1-866-706-8289

Over →

Social Security Office Hours : MON: 09:00 AM - 04:00 PM; TUES: 09:00 AM - 04:00 PM; WED: 09:00 AM - 12:00 PM; THUR: 09:00 AM - 04:00 PM; FRI: 09:00 AM - 04:00 PM; SAT & SUN: CLOSED (6/2/15)

To get there from TC3 by bus: Take TCAT Route 43 from the Main Entrance bus stop. (\$2.50, exact change) and get off at Seneca St. Walk west to West State Street. The Social Security Office is just past the State Theatre in the block just west of The Commons. To go back to TC3, take the #43 from Green St, the opposite side of The Commons in front of the Tompkins County Public Library.

When you receive your Social Security card, bring a copy to the following offices as soon as possible:

1. Global Initiatives (Room 230)
2. Enrollment Services Center (Room 101)
3. Payroll Department (Room 246)