
In order to apply for a Social Security Number you will need to:

- Secure employment
- Wait at least two weeks from the date on your I-94 page to apply and after the first week of classes if you are a new international student
- Obtain the Employment Verification Letter, below, from the Buckman Center for International Education
- Have your employer complete Section 1 of the Employment Verification Letter
- Come to the Buckman Center for International Education with Section 1 of your Employment Verification Letter completed. Once you have done so, Erin Hillis will complete the form by signing Section 2.

The Social Security Administration requires the following items in order to apply for a Social Security Number:

- Passport
- Form I-94 (printed from <https://i94.cbp.dhs.gov>)
- Form I-20 or DS-2019
- Complete Employment Verification Letter
- Complete Form SS5, which is available at the Social Security Administration or can be downloaded at <http://www.ssa.gov/online/ss-5.pdf>

Contact information for the Memphis office for the Social Security Administration:

1330 Monroe Ave.
Memphis, TN 38104

Phone: 1-866-336-2212

Hours:

Monday, Tuesday, Thursday, Friday: 9:00 AM - 3:00 PM

Wednesday: 9:00 AM - 12:00 PM

Saturday and Sunday: Closed

Identity Theft and Your Social Security Number

Be careful with your Social Security card and number. Show your card to your employer when you start a job so your records are correct. Provide your Social Security number to your financial institution(s) for tax reporting purposes. Keep your card and any other document that shows your Social Security number on it in a safe place. DO NOT routinely carry your card or other documents that display your number. For more information visit <http://www.socialsecurity.gov/pubs/10064.html>

Tax Information

Each year, the United States Internal Revenue Service (IRS) requires that all workers file a tax return which is due on April 15 of the following year. As a nonresident alien, you are also required to file a tax return, which is sometimes called Form 1040NR or Form 1040NR-EZ.

Form 1042-S

In order to complete your tax return, you will need some basic information about your employer, as well as detailed information about your income over the past year. As a nonresident alien, you will receive this information through Form 1042-S; U.S. citizens receive this information through Form W-2. Tennessee is required to furnish your yearly 1042-S by March 15 of the following year.

Some nonresident aliens may receive both a W-2 and a 1042-S.

Arctic International or “Glacier”

As a foreign national, you may already know how daunting understanding your tax obligations can be. That's why Rhodes has provided you with access to an online Tax Software program called “Glacier” through Arctic International.

“Glacier” is a web-based computer program that provides a "beginning to end" tax compliance solution. In February, you will receive an email inquiring whether you would like to take advantage of this free service. After asking a few simple questions, the program will guide you through the tax filing process.

Employment Verification Letter

Section 1: To Be Completed By the Student's Manager (Please Print)

Student's Name as Stated in Passport: _____

Student's Rhodes ID Number: _____

Place of Employment: _____

Employer Identification Number (EIN): **62-0476301**

Nature of Student's Job: _____
 (Such as clerical assistance, library aide, research assistant, etc.)

Employment Start Date: _____ Number of Hours/Week: _____

(check one)

- This position is funded through Rhodes College Financial Aid
- This position is funded through another source (Grants, Fellowship, etc.).

As the student's manager, I verify that the above stated employment information is accurate.

Printed Name, Employer/Manger	Signature, Employer/Manger	Date (mm/dd/yyyy)
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Position Title	Office Telephone Number	Email Address
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An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet is available online at <http://www.socialsecurity.gov/employer/hiring.htm>

Section 2: To Be Completed By Buckman Center for International Education

I certify that the above named student is enrolled as a full time student at Rhodes College.

Printed Name, Immigration Coordinator	Signature, Immigration Coordinator	Date (mm/dd/yyyy)
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