



Practice Advisory 2004-A

SSA procedures for verifying immigration status of F, M, and J student and exchange visitor applicants for Social Security Numbers

Version: October 12, 2004

This version updates the February 6, 2004 version with information on the F-1 on-campus employment evidence regulation effective October 13, 2004 [69 Fed. Reg. 55065 (September 13, 2004)]. Also see NAFSA Practice Advisory 2004-G for details on that rule change.

Summary:

Effective January 5, 2004, SSA revised its procedures for verifying the immigration status of F-1, M-1, and J-1 nonimmigrants. These procedures, described in SSA Policy Instruction EM-04001 REV, were developed in cooperation with the Department of Homeland Security (DHS). This advisory summarizes the SSA procedures, as described in SSA Policy Instruction EM-04001 REV. It does not treat other SSA- or IRS-related topics such as ITIN eligibility rules or the proposed SSA rule.

Highlights:

If an F-1, M-1, or J-1 nonimmigrant's data does not appear in SAVE within 10 days of his or her admission to the U.S., SSA will verify immigration status with a special SAVE unit that will confirm immigration status by checking SEVIS.

If SSA needs to check with the special SAVE unit, the applicant must be in "Active" SEVIS status before the SAVE unit will verify immigration status.

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1 Background

For all non-citizen (alien) applicants for a Social Security Number (SSN), the Social Security Administration (SSA) verifies:

1. The alien's immigration status; and
2. The alien's employment eligibility

Since 2002, SSA has had procedures in place for verifying this information specifically for aliens in F-1, M-1, and J-1 nonimmigrant status (see NAFSA Practice Advisory 2002-H).

Effective January 5, 2004, SSA revised its procedures for verifying the immigration status of F-1, M-1, and J-1 nonimmigrants. These procedures, described in SSA Policy Instruction EM-04001 Rev. 1, were developed in cooperation with the Department of Homeland Security (DHS).

† SSA Policy Instruction EM-04001 REV is included as [Attachment 1 on page 8](#) of this Practice Advisory.

2 What must a student or exchange visitor present to SSA?

An F-1, J-1, or M-1 applicant for a Social Security Number must present the following documents to SSA:

All applicants must present

- A completed [Form SS-5](#), Application for a Social Security Card;
- At least two documents that establish the applicant's age and identity including a passport and one additional document establishing identity; and
- Form I-94.

M-1 students must also present

- SEVIS Form I-20;
- Proof of employment authorization. M-1 students are not eligible to work on-campus, and so an SSN for an M-1 student may be issued only if the student presents an EAD issued by DHS authorizing practical training.

J-1 exchange visitors must also present

- SEVIS Form DS-2019;
- Proof of employment authorization. A J-1 student and a J-1 international visitor must have a letter from the exchange program sponsor

authorizing employment. For J categories in which employment is authorized incident to status, Form DS-2019 should be sufficient.

F-1 students must also present

- SEVIS Form I-20;
- Proof of employment authorization. SSA will issue an SSN only to F-1 students who are authorized to be employed in the United States. The nature of the work authorization documentation submitted to SSA depends on the type of employment eligibility being used by the F-1 student to support his or her application for an SSN.

Curricular Practical Training—Curricular Practical Training (CPT) authorization is reflected on the employment page of SEVIS Form I-20. F-1 students who apply for an SSN on the basis of CPT must present to SSA their Form I-20, properly endorsed by the DSO for Curricular Practical Training.

Optional Practical Training (OPT) or off-campus employment—Optional Practical Training (OPT) and off-campus employment for economic necessity require an F-1 student to apply for an employment authorization document (EAD) from DHS. F-1 students who apply for an SSN on the basis of OPT or off-campus employment must present the EAD to SSA.

On-campus employment—Effective October 13, 2004, F-1 students who apply for an SSN on the basis of on-campus employment will have to present two items: 1) a letter from their DSO and 2) documentation from their on-campus employer, to prove that the student is engaging in, or has secured, specific on-campus employment. SSA has released the following guidelines for each item:



cross-reference

See **Practice Advisory 2004-G** at www.nafsa.org/practice for the text of SSA's guidelines. The practice advisory also reproduces SSA's model statements (form letters) for DSOs and on-campus employers.

Documentation from the DSO

1. A letter - typed or handwritten - on school letterhead from the designated school official (DSO) that identifies the:
 - Student by name,
 - On-campus employer (e.g., book store, cafeteria, biology department, library), and
 - Nature of the on-campus employment (e.g., waiting tables in the cafeteria, stocking shelves in the library, monitoring lab experiments, receiving a scholarship or reduced tuition fees in exchange for teaching or other services, etc.).
 - This letter must include the DSO's original signature, printed/typed name, telephone number and date. The letter can be a form letter as

Documentation
from the on-
campus employer

- long as the identifying information about the specific student, the student's employer and type of employment, and the DSO signature are original entries by the DSO. SSA cannot accept a letter that does not have an original DSO signature or that lists more than one student.
- In lieu of this separate letter, a DSO may sign off on the information provided in the letter from the employer (explained below). The sign-off must contain the DSO's signature, printed name, telephone number and date.
2. A recently issued pay slip or pay stub from the F-1 student's employer. If the student does not have a pay slip or stub, the student must provide a letter from the employer on the employer's letterhead that provides employment verification, namely:
- Identity of student employee
 - Nature of job the student is, or will be, engaged in
 - Anticipated or actual employment start date
 - Number of hours the student is expected to work
 - Employer identification number (EIN)
 - Employer contact information, including the telephone number and the name of the F-1 student's immediate supervisor
 - Original signature and signatory's title
 - Date
 - If the employer is the DSO, the letter verifying employment must come from a separate source, e.g., the department or payroll official that issues the paycheck and is responsible for wage reporting.

3

SSA verification of immigration status in SAVE

SSA verifies immigration documents and status through the DHS *Systematic Alien Verification for Entitlements* (SAVE) Program. SAVE is a verification service accessible by benefit-granting agencies (such as SSA), and certain other qualified institutions and entities. SSA initiates its check through an on-line query of SAVE.

The SAVE database that SSA initially queries is called the Verification Information System (VIS), a “nationally accessible database of selected immigration status information on approximately 60 million records.”

✦ See <http://uscis.gov/graphics/services/SAVE.htm> on the USCIS Web site for information about the SAVE database

To query SAVE, SSA will enter an F, M, or J nonimmigrant's Admission/Departure Number as shown on Form I-94, or an alien's A-Number, as shown on his or her green card, temporary I-551 stamp, or employment authorization

document (EAD). If an alien has both an A-Number and an Admission/Departure Number, SSA will begin with the A-Number. A more rigorous check is required for natives or citizens of Iran, Iraq, Libya, and Sudan.

If the alien's immigration documents are verified in SAVE, the Social Security Number may be processed without further inquiry.

3.1 How soon after admission to the U.S. will immigration information be available in SAVE?

SAVE is populated by data obtained from DHS's NIIS database, the system into which DHS enters immigration information collected at the time the alien is admitted to the United States.

DHS estimates that immigration information from NIIS normally becomes available in SAVE within 10 calendar days of an alien's admission to the United States.

If an alien applies for an SSN sooner than 10 days after arrival in the U.S., SSA may still query SAVE, but if the alien's data does not appear there, they will let the application sit until 10 days have passed, at which time they will query SAVE once more.

4 What will SSA do if it cannot verify data in SAVE?

If at least 10 days have passed since the alien's admission to the United States, but SSA cannot verify an alien's immigration information in SAVE (either because no data yet appears in SAVE, or because of discrepancies between the SAVE data and the immigration documents), SSA must request verification of status from DHS by submitting a written inquiry on Form G-845.

↑ See [Attachment 3 on page 18](#) for an image of Form G-845

4.1 SSA requests for verification in SEVIS, through DHS LOSISV

As of January 5, 2004, for F-1s, J-1s, and M-1s who have been in the U.S. for at least 10 calendar days and for whom an online SAVE verification cannot be made, SSA will verify immigration status by faxing a request for verification to the new DHS Los Angeles Immigration Status Verification (LOS ISV) unit in California. The SSA office will make this request by faxing LOS ISV:

- Form G-845, completed according to the guidance in EM-04001 Rev. 1 (see **Attachment 1 on page 8** for the text of EM-04001 Rev. 1)
- A completed LOS ISV fax cover sheet (see **Attachment 2 on page 17** for an example),

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- :
- A copy of the applicant’s Form I-20 or DS-2019, and
 - If the basis for the inquiry is a discrepancy between SAVE data and the immigration documents presented, a printout of any SAVE data query that shows the discrepancies, with the discrepancies highlighted.

Note: **Only the SSA** may inquire with LOS ISV on Form G-845.

4.2 LOS ISV queries SEVIS

LOS ISV is a new unit set up by DHS to specifically deal with verifying immigration status inquiries by SSA for F, M, and J nonimmigrants whose data does not appear in SAVE within 10 days of the alien’s entry to the United States, or whose SAVE data does not match the data on their immigration documents. LOS ISV has direct access to SEVIS, and checks the SEVIS database to confirm for SSA the student’s or exchange visitor’s immigration and SEVIS status. Since SEVIS is updated on a more “real-time” basis than SAVE, SSA will defer to LOS ISV’s confirmation of status.

4.2.1 The importance of being “registered” (F and M students) or “validated” (J exchange visitors) in SEVIS

A student or exchange visitor must be in “Active” SEVIS status in order for the LOSISV unit to confirm immigration status. When a student or exchange visitor first enters the United States to begin a new program, his or her SEVIS record is in “Initial” SEVIS status. To change SEVIS status from “Initial” to “Active,” the student must report to their school or program to be “registered” in SEVIS by the PDSO or DSO (F and M students) or “validated” in SEVIS by the RO or ARO (J exchange visitors). LOS ISV will not confirm immigration status unless the student or exchange visitor is in “Active” SEVIS status.

Practice note

SSA recommends SEVIS registration or validation before applying for SSN

Because LOS ISV will not confirm immigration status unless the student or exchange visitor is in “Active” SEVIS status, SSA recommends that students and exchange visitors report to their school or program to have the SEVIS Registration or Validation process completed *before* they apply for a Social Security Number. That way, if immigration status cannot be verified in SAVE, there would be no additional delay in LOS ISV’s verification through SEVIS.

Likewise, the SSA office will tell a student or exchange visitor whose data does not appear in SAVE (or whose data in SAVE is inconsistent with the data on his or her immigration documents) to *first* check with their school or

program, to make sure their SEVIS data is consistent with their immigration documents, and that they are in “Active” SEVIS status, before initiating a request for verification from the LOS ISV unit. DHS has, in fact, asked schools and program sponsors to forward a “Fact Sheet” to prospective students and exchange visitors even before they arrive in the United States (see **Attachment 4 on page 20** for a copy of the Fact Sheet).

4.3 LOS ISV response to SSA

The LOS ISV unit is instructed to respond to the SSA query within 5 business days, by faxing back the completed Form G-845 to the requesting SSA office.

If the SSA office has not heard from LOSISV within 5 days, it may contact LOS ISV by telephone to inquire on the status of the verification request.

If LOS ISV is able to verify and confirm the applicant’s status in SEVIS, it will complete item 9 on the G-845, and write in the alien’s immigration class, e.g., “F1,” and fax the completed G-845 back to the requesting SSA office. At this point, the SSA office can process the request for a Social Security card.

If LOS ISV is *unable* to verify the applicant’s SEVIS status, it will check item 18 on the G-845 (“Other”), and add language to the effect that LOSISV is “Unable to verify - refer person to school or program,” and then fax the G-845 back to the SSA office. If SSA receives a Form G-845 with this notation, it will:

- Delete the SS-5 application from its system. The applicant will need to file a new SS-5 after making contact with the school or sponsor to update his or her status in SEVIS;
- Send the applicant Form SSA-L676, Social Security Denial Notice, with a copy of the DHS Fact Sheet (see [Attachment 4 on page 20](#)).
- The denial notice will state that:
 - SSA was “unable to verify your “Active” status in SEVIS. Please contact your school or program sponsor to update your current status,” and
 - “Please contact us when...Your alien status changes so you can work in the U.S.”



Policy Instruction

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|------------------------------|---|--------------------------------------|
| Identification Number | EM-04001 REV | Effective Date: 01/05/2004 |
| Intended Audience: | All RCs/ARCs/ADs/FOs/RPAOs/OCO | |
| Originating Office: | SSA/ODISP/OISP | |
| Title: | ENUMERATION --- New Procedure for Verifying Immigration Status for Exchange Visitors (J-1) and Students (F-1 and M-1) and Updates to Processing F-1, M-1 and J-1 SSN Applications | |
| Type: | EM - Emergency Messages | |
| Program: | Records Maintenance (Earnings & Enumeration) EM-03021 REV Dated 3/18/03 ; EM-02091 ; EM-02093 ; RM 00203.450 ; RM 00203.470 ; RM 00203.480 ; RM 00203.720 ; RM 00202.237 ; RM 00202.255 ; RM 00204.330 ; RM 00299.020 | |
| Link To Reference: | | |

Retention Date: September 30, 2004

Date Changed: June 14, 2004

OUTLINE

A – New Procedure for Verifying Immigration Status for Exchange Visitors (J-1) and Students (F-1 and M-1)

B – Updates to Processing F-1, J-1 and M-1 SSN Applications – Rescission of Certain Information Provided in [EM-03021 REV2 Dated 3/18/03](#)

A – New Procedure for Verifying Immigration Status for Exchange Visitors (J-1) and Students (F-1 and M-1)

1. Background

SSA, the Department of State (DOS) and Department of Homeland Security (DHS) have agreed to a new procedure for verifying the

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immigration status of exchange visitors (J-1) and foreign students (F-1 and M-1) when SSA cannot verify their immigration status by an online SAVE query.

Exchange visitors and foreign students often apply for SSNs within days of arriving in the U.S. and before data is available online for them in the DHS database that propagates SAVE. The new DHS Student and Exchange Visitor Information System (SEVIS) is updated on a more "real-time" basis. Since the SEVIS data reflects information for exchange visitors and students, including the information that DHS admitted the person, SSA now requires verification of F-1, J-1, or M-1 status by this new procedure when verification is not available online via a SAVE query **AND** the F-1, J-1 or M-1 has been in the U.S. for at least 10 calendar days.

2. New Procedures

Beginning **January 5, 2004**, for F-1s, J-1s or M-1s who have been in the U.S. for at least 10 calendar days and for whom online SAVE data is not available, fax requests for verification of status to the Los Angeles Immigration Status Verification unit in California (LOSISV), using a G-845 and the attached fax cover sheet (Attachment A). Attach the G-845 request and the applicant's Form I-20 or DS-2019 to the fax cover sheet. The LOSISV unit will respond to SSA **within 5 business days** by faxing back completed G-845s to the requesting SSA office.

3. How to Identify the SSN Applicant Is An F-1/ M-1 Student or a J-1 Exchange Visitor

The immigration document, Form I-94, Arrival/Departure Record, is stamped showing the date the exchange visitor or student was admitted to the U.S. and has the classification (F-1, J-1, or M-1) handwritten on the stamp ([RM 00203.450](#)). (If a nonimmigrant in the U.S. in another alien classification has had his or her status changed to F-1, J-1 or M-1, his or her new I-94 will not be stamped with an admission date.)

Before applying for an SSN, an F-1, J-1 or M-1 applicant must also have the following evidence:

- F-1 and M-1 students must present a SEVIS Form I-20, Certificate

of Eligibility for Nonimmigrant Student Status, completed by the school that they are attending.

- An F-1 student approved to work on campus will have a letter from his or her school's designated school official (DSO) affirming that the F-1 student is enrolled in a full course of study and is authorized to work ([EM-02093](#)). An F-1 student engaged in curricular practical training will have the employment page (page 3) of the I-20 completed. An F-1 student who has been approved to work off campus will have an employment authorization document (EAD) from DHS.
- An M-1 student can only work off campus and will have an EAD.
- A J-1 exchange visitor must present SEVIS Form DS-2019, Certificate of Eligibility for Exchange Visitor Status, completed by the school or program sponsor. A J-1 student and a J-1 international visitor must also have a sponsor letter authorizing employment ([RM 00203.480](#)).

4. Making Sure the F-1, J-1 or M-1 Applicant Has Reported to Their School or Sponsor

In order for LOSISV to verify "Active Status" in SEVIS, an F-1, J-1 or M-1 needs to have reported in to their school or sponsor **after** being admitted to the U.S. If the F-1, J-1 or M-1 does not report in, the school or sponsor cannot update SEVIS, LOSISV cannot verify their SEVIS status and SSA cannot process an SSN application using this new process. To help guarantee that correct information will be in SEVIS, provide **all** F-1s, J-1s and M-1s a copy of the DHS Fact Sheet, "Information for Students and Exchange Visitors (F-1, M-1 & J-1 Visa Categories) Pursuing Employment in the United States" (Attachment B). Advise the F-1, J-1 or M-1 to contact and show the school/sponsor the Fact Sheet to ensure their SEVIS information is updated. Once SEVIS is updated or corrected, the information will be available to LOSISV within 48 hours.

5. When You Should Fax Verification Requests for F-1, J-1 or M-1 SSN Applicants to the Los Angeles Immigration Status Verification Unit (LOISISV)

Review the applicant's SS-5 and supporting documents using the security guidelines contained in SSA's Administrative Confidential Memorandum for detecting fraudulent documents and viewing the

immigration documents under a black light.

Documents Do Not Appear Genuine: If the immigration documents do not appear genuine, **immediately** verify the documents with DHS using a G-845, Document Verification Request, and mail the G-845 to the DHS office listed in POMS for your SSA office. ([RM 00203.720](#)) Input the SS-5, coding the EVC block "S" for suspect and annotate the Evidence Submitted block as instructed in [RM 00202.237D.1.a.](#) and [EM-02091](#).

Documents Appear Genuine: If the immigration documents appear genuine based on the visual examination, query SAVE online to confirm the immigration status of all F-1s, J-1s, and M-1s.

F-1, J-1 or M-1 Has Been in U.S. 10 Calendar Days or More: Use the new verification procedure if the online query response does not confirm the immigration status of an F-1, J-1, or M-1 SSN applicant presenting an I-20 or DS-2019. Also, use the new verification procedure if there is a discrepancy between **any** SAVE data fields (e.g., name, date of birth) and the information shown on the evidence submitted by the F-1, J-1 or M-1. Input the SS-5, coding the EVC block "S" for suspect and annotate the Evidence Submitted block as instructed in [RM 00202.237D.1.a.](#) and [EM-02091](#).

F-1, J-1 or M-1 Has Not Been in the U.S. at Least 10 Calendar Days: Hold the case until 10 calendar days after the admission date. When 10 calendar days after the F-1, J-1, or M-1 was admitted have elapsed, requery SAVE. If the online query response still does not confirm the person's immigration status, use the new verification procedure. Input the SS-5, coding the EVC block "S" for suspect and annotate the Evidence Submitted block as instructed in [RM 00202.237D.1.a](#) and [EM-02091](#).

Pending workloads: Any SS-5 applications pending **before** January 5, 2004, for F-1s, J-1s or M-1s should follow the regular verification process, re-querying SAVE and/or using the regular G-845 verification procedures per [RM 00203.720](#) and [EM-02091](#).

This new verification procedure is only for SS-5s filed by F-1s, J-1s or M-1s on or after January 5, 2004.

6. How to Submit Verification Requests for F-1s, J-1s, and M-1s Who Have Been in the U.S. for At Least 10 Days to LOSISV

- Complete a **separate** fax cover sheet (Attachment A) for **each** request.
- Complete Form G-845 as follows:
 - In the "To" block, put:
DHS
300 N. Los Angeles St.
B120
Los Angeles, CA 90012.
 - In the "From" block provide "SSA" and your office mailing address.
 - In items 1-4 of the G-845 provide the I-94 number, the F-1 or M-1 student's or J-1 exchange visitor's name (LAST – FIRST – MIDDLE), nationality and date of birth.
 - Check item 7 that you are faxing the applicant's Form I-20 or DS-2019.
 - Attach the printout of any SAVE data query that shows discrepancies with the evidence submitted and highlight those discrepancies.
 - **Enter the F-1, J-1 or M-1's SEVIS number in block 8.** The SEVIS number is the letter "N" and the 10-digit number just above the bar code in the upper right hand portion of the I-20 A-B and DS-2019 forms.
 - In items 9-12 provide your name, title (e.g., SR, CR), the date and your telephone number. In the telephone number field, **also include your fax number.**
 - In order for FOs to save time and paper, fax only the first page (front page) of the G-845 to LOSISV since that is the only page that has SSA-provided information on it. LOSISV will fax back a page 2 if the "Other" block is checked.
- **Fax your completed cover sheet, G-845, and I-20 or DS-2019 for the F-1, J-1, or M-1 to 213-894-5831 or 213-894-5832.**

The DHS status verification unit needs to be sure that the fax request is in fact being sent by an SSA office. Therefore, **make sure that your fax machine is set to show the name of your office**, e.g., SSA, Anytown, MD **as the sender of the fax** on

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outgoing transmissions. If your fax machine is not already identifying your office, consult the booklet provided with your fax machine on how to appropriately set it. If necessary, contact your service vendor for assistance.

A modified version of the NY SS-5 Assistant that will support the changes for the new process will be posted shortly to <http://nynet.ny.net.ssa/Software/default.asp>. Regional Office staff will be notified when the update is available.

Electronic versions of the G-845 are available on Eforms **OR** from the U.S. Citizenship and Immigration Services (USCIS) website at: <http://uscis.gov/graphics/formsfee/forms/g-845.htm>

NOTE: Since this process is only for F-1s, J-1s and M-1s, **do not Fax a G-845 to LOSISV to verify the immigration status of other aliens.**

7. Interpreting the Response

If LOSISV **can verify** the applicant's status in SEVIS, it will complete item 9 on the G-845, i.e., "This document appears valid and relates to an alien who is a nonimmigrant." LOSISV will write in the alien's class also, e.g. "F-1," and fax the response back to you. Process the SS-5 application. Change the "S" in the EVC block to "Y." Annotate the reference to the document(s) needing verification in the Evidence Submitted block to show "Acceptable – G-845 verified." See [RM 00202.237D.1.b](#).

If LOSISV **cannot verify** the applicant's status in SEVIS, it will check the last item block on the G-845, "Other," and add language to the effect that LOSISV is "Unable to verify – refer person to school or program" and fax it back to you.

- **Immediately, delete the SS-5 application in MES; do not let the application pend in the system.** The applicant will need to file a new SS-5 after making contact with the school or sponsor to update his or her status in SEVIS.
- Send the applicant Form SSA-L676, Social Security Denial Notice, per [RM 00204.330](#) and [RM 00299.020](#). **Include a copy of the DHS Fact Sheet (Attachment B) with the denial letter.**
- Check the "Other" block and add "We are unable to verify your

"Active" status in SEVIS. Please contact your school or program sponsor to update your current status."

- Under "Please contact us when," check the second remark, "Your alien status changes so you can work in the U.S."

8. Coding the SS-5

In the Evidence Submitted block (TES in MES), input the F-1, J-1 or M-1's SEVIS ID number from the I-20 or the DS-2019 (upper right corner of form) in addition to the I-94 or A number, nonimmigrant classification (e.g., F-1) and other information as required by [RM 00202.255](#) and [EM-02091](#). Since SSA is now verifying status as shown in SEVIS records, this number is a significant part of the audit trail.

9. SSA Follow-Up Procedure When Timely Response Not Received From LOSISV

If you do not receive a response from LOSISV within 5 business days from the date you sent the G-845, call the DHS immigration status verification unit in Los Angeles on the 6th business day. The telephone numbers for LOSISV are: **213-894-6474 or 213-894-6573**. Be sure to have handy the applicant's name, I-94 or A number, SEVIS number and date of birth to facilitate your request. A Status Verifier will take your call and make every attempt to provide the verification or to tell you that the status cannot be verified while you are on the telephone. In the event the Status Verifier still needs to search more records, he or she will advise you when to expect a response. If you do not receive that response within 2 business days, call LOSISV again before taking final action to approve or deny the SS-5 application. If for any reason, you are still unsure of the status after a second follow-up, contact your RO for guidance. If the RO needs assistance, call or email your CO contact.

10. Can I Use This New G-845 Process to Verify the Status of Aliens Other than F-1s, J-1s, and M-1s?

No. This new process is only to verify the immigration status of F-1s, J-1s, and M-1s, whose information is contained in SEVIS. SEVIS does not apply to other immigration classifications. **G-845s**

for other alien categories that are faxed from SSA offices will not be processed. LOSISV will not return your fax request or otherwise notify you that you sent an inappropriate request.

Therefore, make sure you are only faxing a G-845 verification request for an F-1, J-1 or M-1 applicant.

11. Processing G-845 Verification Requests on "High Volume" Days or in High Volume Offices

At the beginning of any new school term, or at the start of U.S. summer or winter vacation schedules, some FOs in university towns or vacation destination spots, will receive very high numbers of SS-5s from foreign students and/or exchange visitors. If the status of these applicants is not in SAVE, and the applicant has been in the U.S. for at least 10 days, the FO will have to fax a large number of verification requests to LOSISV. This may take FO personnel hours to accomplish. On those days, an FO manager, at his or her discretion, may choose to send the office's G-845 requests in bulk using an express mail service (e.g., Fed-Ex, UPS, etc.). LOSISV will accept such express-mailed requests, and return the verification replies via fax. The FO should completely fill in a separate fax cover sheet (including the office's fax number), along with the supporting [copy of the I-20 or DS-2019](#), with each G-845 express-mailed to LOSISV as they would for the fax process.

The LOSISV address is:

**DHS/CIS
300 North Los Angeles St
Room B-120
Los Angeles, CA 90012
ATTN: Status Verification Unit
Tel number: 213-894-6474 or 213-894-6573**

If an FO manager has any questions about using the express mail option, contact the regional support staff for guidance.

**B – Updates to Processing F-1, J-1 and M-1 SSN Applications –
Rescission of Certain
Information Provided in EM-03021 REV2 Dated 3/18/03**

Parts of [EM-03021 REV2](#), dated 3/18/03, are no longer correct. Until we can correct the corresponding sections in POMS, please make note of the following:

- There is no longer any delay in F-1 students getting their original I-20s from the DHS officers at the ports of entry.
- Some I-20 and DS-2019 forms may not get stamped by the DHS officer at the POE. Also, after entry to the U.S., there are instances where an F-1, J-1 or M-1 nonimmigrant will get a new I-20 or DS-2019 (e.g., transfer to a new school). These newly issued forms will not have the DHS admissions stamp on them. Accept as valid any I-20 or DS-2019 **even if it is not stamped** as long as the F-1's, J-1's or M-1's I-94 and passport contain the proper stamp, all documents meet the security features found in the Administrative Confidential Memorandum, and SAVE or G-845 procedures verify the F-1's, J-1's or M-1's status.
- The SEVIS-generated DS-2019 does **not** show "Student's Copy" at the top right of the form. Only the SEVIS-generated I-20 shows this notation. **A facsimile of the DS-2019 and the I-20 are attached for illustration.**
- All F-1 and M-1 students must present a SEVIS-generated I-20. The formerly used, manually issued I-20 ID is not valid as of August 1, 2003.
- All J-1 exchange visitors must present a SEVIS-generated DS-2019. The formerly used, manually issued DS-2019 and the IAP-66 are not valid as of August 1, 2003.
- EM-00112 (August 9, 2000) and EM-02103 (September 4, 2002) are no longer in effect.

All program related and technical questions should be directed to your RO support staff or PC OA staff. RO support staff or PC OA staff may refer questions or problems to their Central Office contacts.

Attachment A – Fax Cover Sheet
Attachment B – DHS Fact Sheet
Attachment C – SEVIS Form I-20
Attachment D – SEVIS Form DS-2019

© _____

Attachment 2 SSA fax cover letter for LOSISV inquiries



SOCIAL SECURITY ADMINISTRATION

Request for Verification of Immigration Status in SEVIS Record

FOR SSA USE ONLY Fax to DHS-LOISV: 213-xxx-xxxx or 213-xxx-xxxx

W F-1 W J-1 W M-1

Name: _____
(Last - First - Middle)

SEVIS Number: N - _____

Attachments – You must check and provide both items:

W Form G-845 and

W Form I-20 A-B or DS-2019

Requested by: _____ Date: _____
(Name – Print or type clearly)

Signature: _____ Telephone: _____
(include area code)

Title: _____ SSA Fax: _____
(CR, SR, DM, etc.) (include area code)

RECORD OF RELEASE INFORMATION –STATUTORY AUTHORITY

As a duly accredited representative of the Social Security Administration, I hereby certify, by my signature, that the review of this record is on behalf of the agency I represent, and is for official United States government use only. All information extracted or obtained will be handled in accordance with its classification. I further understand that Student and Exchange Visitor Information System (SEVIS) records are subject to the Privacy Act of 1974. The Department of Homeland Security considers the information provided by the file subject privileged. SEVIS records are not public records. As a recipient of this information you are responsible for the protection of the file subject's privacy. Do not release SEVIS information to other entities without the authorization and consent of the Department of Homeland Security.

DEPARTMENT OF HOMELAND SECURITY

Response to SSA Request

FOR DEPARTMENT OF HOMELAND SECURITY USE ONLY

Attached is a completed G-845.



Attachment 3 Form G-845 (side 1)

U.S. Department of Justice
Immigration and Naturalization Service

OMB # 1115-0122

Document Verification Request

Section A - to be completed by the submitting agency.

To: Immigration and Naturalization Service

6. Verification Number

- 7. Photocopy of Document Attached.
(If printed on both sides, attach a copy of the front and of the back.)
- Other Information Attached (Specify documents).

From: Typed or Stamped Name and Address of Submitting Agency

8. Organization (specify)

Attn: Status Verifier

(INS may use above address with a #20 window envelope.)

1. Alien Registration or I-94 Number

9. Name of Submitting Official

2. Applicant's Name (Last, First, Middle)

10. Title of Submitting Official

3. Nationality

11. Date

4. Date of Birth (Month/Day/Year)

12. Telephone Number

5. Social Security Number

Section B - to be completed by INS.

INS RESPONSE: From the documents or information submitted and/or a review of our records we find that:

- 1. This document appears valid and relates to a **Lawful Permanent Resident alien** of the United States.
- 2. This document appears valid and relates to a **Conditional Resident alien** of the United States.
- 3. This document appears valid and relates to an alien **authorized employment** as indicated below:
 - a. Full-Time
 - b. Part-Time
 - c. No Expiration
 - d. Expires on _____
(specify Month/Day/Year, below)
- 4. This document appears valid and relates to an alien who has an application pending for *(specify INS benefit below)*
- 5. This document relates to an alien having been granted **asylum/refugee** status in the United States.
- 6. This document appears valid and relates to an alien **paroled** into the United States pursuant to Section 212 of the I&N Act.
- 7. This document appears valid and relates to an alien who is a **Cuban/Haitian entrant**.
- 8. This document appears valid and relates to an alien who is a **conditional entrant**.
- 9. This document appears valid and relates to an alien who is a **nonimmigrant**.
(specify type or class below)
- 10. This document appears valid and relates to an alien **not authorized employment** in the United States.
- 11. Continue to process as legal alien. INS is searching indices for further information.
- 12. This document is **not valid** because it appears to be *(check all that apply)*
 - a. Expired
 - b. Altered
 - c. Counterfeit

INS Stamp

Please see reverse for additional comments.

Form G-845 (Rev. (06/14/00) Y

Form G-845 (side 2)

Comments

13. No determination can be made from the information submitted. Please obtain a copy of the **original** alien registration documentation and resubmit.
14. No determination can be made without seeing both sides of the document submitted (*please resubmit request*).
15. Copy of document is not readable (*please resubmit request*).

"PRUCOL"

For Purposes Of Determining If Alien Is Permanently Residing Under Color Of Law Only!

16. INS actively pursues the expulsion of an alien in this class/category.
17. INS **is not** actively pursuing the expulsion of an alien in this class/category, at this time.
18. Other

Instructions

- **Submit copies of both *front and back*** of alien's original documentation.
- **Make certain a *complete return address*** has been entered in the "From" portion of the form.
- The Alien Registration Number ("A" Number) is the letter "A" followed by a series of (7) or (8) digits. Also in this block may be recorded the number found on Form I-94. (Check the front and back of the I-94 document and if the "A" Number appears, record that number when requesting information instead of the longer admission number as the "A" Number refers to the most integral record available.)
- If Form G-845 is submitted without copies of applicant's original documentation, it will be returned to the submitting agency without any action taken.
- Address this verification request to the local office of the Immigration and Naturalization Service.

Form G-845 (Rev. (06/14/00) Y Page 2



ICE Press Office
U.S. Department of Homeland Security



U.S. Immigration
and Customs
Enforcement

Updated - June 14, 2004

Contact: SEVP
(202) 353-3049

Fact Sheet

INFORMATION FOR STUDENTS AND EXCHANGE VISITORS (F-1, M-1 & J-1 VISA CATEGORIES) PURSUING EMPLOYMENT IN THE UNITED STATES

The U.S. Department of Homeland Security and the Department of State, along with the Social Security Administration, have coordinated several actions in order to ensure that eligible students and exchange visitors can be given Social Security numbers. Some of the actions to facilitate Social Security number issuance involve the cooperation of the student or exchange visitor. If eligible to work in the United States, students/exchange visitors should:

- Report to their school or to their exchange visitor program as soon as possible after arrival at a U.S. port of entry. This should be done prior to applying for Social Security numbers.
- Designated School Officials (DSOs) will then follow-up on the arrival of their students by registering them in the Student and Exchange Visitor Information System (SEVIS).

Responsible Officers (ROs) will then follow-up on the arrival of their exchange visitors by validating them in SEVIS.
- If there are no other conflicts with the requirements of the Social Security Administration and the status of the student or exchange visitor in SEVIS, current students/exchange visitors should receive Social Security numbers.

If the SSA cannot assign an SSN, it will mail a notice of explanation to the applicant. The notice instructs students to contact their DSO and request that their SEVIS information be reviewed to ensure that it is accurate. Exchange visitors will likewise contact their ROs and request that their SEVIS information be reviewed to ensure that it is accurate. Note that corrections made in SEVIS are accessible to the SSA within 48 hours. Once SEVIS is updated, students/exchange visitors may reapply for SSNs after 48 hours elapse.

If a student or exchange visitor is not assigned an SSN and the DSO or RO believes he/she is authorized for employment, DSOs/ROs should first verify that SEVIS reflects the current status of the student or exchange visitor (e.g. active, inactive, etc.) If DSOs/ROs are unable to determine the cause of the difficulty, they can contact the Student and Exchange Visitor Program (SEVP) at (202) 353-3049.

.ice.gov

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