

TEACHERS COLLEGE, COLUMBIA UNIVERSITY
 CERTIFICATE FOR SOCIAL SECURITY ACT
 INSTRUCTIONS--PLEASE READ CAREFULLY

- You must complete and submit this form to Human Resources when you are first employed
- Your exemption recertification must be submitted to Payroll every January.
- You must notify Payroll if there is a change in your exemption status

(1) Mark an X in the row which best describes your Teachers College (TC) academic, visa and work status

| (1) | Description of your academic, visa and work status at Teachers College (TC) | Pay Social Security & Medicare Taxes |
|-----|---|--------------------------------------|
| | Student on an F-1 or J-1 visa during your first five calendar year in U.S., registered as a full-time student as defined by the Registrar's Office. | No |
| | Student on an F-1 or J-1 visa after your fifth calendar year in U.S., registered as a full-time student as defined by the Registrar's Office. | Yes |
| | Research scholar or professor on a J-1 visa -- during the first two calendar years in U.S. | No |
| | Research scholar or professor on a J-1 visa – after the second calendar year in U.S. | Yes |
| | Appointed as a Graduate Assistant | No |
| | Registered as a half-time student or full-time student as defined by the Registrar's Office and TC is paying more than 3 points of your tuition. | Yes |
| | Registered as a half-time student or full-time student as defined by the Registrar's Office and TC is paying up to 3 points of your tuition. | No |
| | Employed by TC, and not registered for classes | Yes |
| | The Registrar's Office defines you as a student with either half-time or full-time status and attending classes regularly, or registered for Dissertation Advisement. | No |
| | The Registrar's Office defines you as a student with less-than-half-time status and attending classes regularly, nor registered for Dissertation Advisement. | Yes |

Enrollment status excerpt from Registrar's Office: During the Autumn, Spring, and Summer terms, "full-time" status is accorded to students registered for 12 or more semester points per term. Students enrolled for fewer than 12 semester points (0-11 semester points) are considered "part-time." "Half-time" status is based on enrollment of 6-11 semester points per term. Students registered for fewer than 6 semester points are accorded "less-than-half-time status." During the Summer Term, enrollment status is determined by the cumulative number of semester points in both Session A and B. Students taking fewer than 12 semester points in a term may be certified as full-time if they can present an approved Certificate of Equivalency (COE) form. The form is available from the Office of the Registrar and must be recommended by the student's advisor and approved by the Registrar.

 Print - Employee/Student Name

 Print - Social Security Number

 Signature

 Date

 Print - Department Name