

Fingerprinting for International Students

1. Do you have a social security number?

a. If yes, will you be student teaching in a public school in New York City?

- i. If yes, please self register at www.teachnyc.net and print the confirmation notice that is sent to your email address after answering “no” to fingerprinting and take it to 65 Court Street in Brooklyn with a photo ID and social security card along with a check, money order, or credit card for \$115.
- ii. If no, there is no need to worry about getting fingerprinted at this time. You can get fingerprinted anytime before you graduate. Please see information below regarding police precincts.

b. If no, do you have an F-1 visa or a J-1 visa?

- i. If you have a **F1 Visa**, please call (718) 935-2516 and get a temporary social security number and then self-register with the New York City Dept of Ed (NYCDOE) at www.teachnyc.net. After you register, please print the confirmation letter that is sent to your email. This is the letter you should show the school if they request proof of fingerprinting since fingerprints cannot be processed without a real social security number.
- ii. If you have a **J1 Visa**, please contact the international office at TC and ask for a letter to take to the social security office to obtain a SS# right away. You can use the SS# to get fingerprinted after you register with the NYCDOE at www.teachnyc.net. After you click “no” for fingerprinting, print out the letter that shows up and take it to 65 Court Street in Brooklyn to get fingerprinted. You cannot get fingerprinted without that letter. You must also take \$115 in check, money order, or credit card and your SS card and photo ID.

c. Are you a Canadian citizen or have a 9 digit tax ID number or a nine digit number that is specifically for you?

- i. You can use your 9 digit Canadian or US tax ID number in lieu of a United States social security number to get fingerprinted at a police precinct. Before going, you MUST pick up 2 fingerprinting cards, an OSPRA 101 form, and an envelope from Russell Hall, Room 400 (4th floor of the TC library). Take the 2 cards with a check or money order for \$16 to the police precinct at West 125 Street between Broadway and Amsterdam or one that is convenient to your home. The \$94.25 processing fee can be paid by check or money order and mailed with your cards or paid online via the New York State TEACH system.

POLICE PRECINCT INFORMATION:

The nearest police precinct to TC is located at 520 West 126 Street between Broadway and Amsterdam. The phone number is (212) 678-1311. Fingerprinting services are offered Mon-Fri from 12pm-3pm except holidays. You must pick up 2 fingerprint cards from Russell, 400, as none are available at the precinct and take a check or money order for \$16 (\$15 for 1 card and \$1 for each additional card).