



HOW TO APPLY FOR A SOCIAL SECURITY NUMBER

(For F-1 and J-1 Students)

Eligibility for the Social Security Number Application: Students who will not engage in an employment in the U.S. are not eligible to apply for a Social Security Number (SSN). For more information please see the "Social Security Number: Questions and Answer" below.

Step I: Submit the following documents to the front desk at Office of International Services.

1. On-campus job offer letter, assistantship contract, off-campus work permit (EAD), Optional Practical Training permit (EAD), or Curricular Practical Training work permit.
2. Properly filled International Center Authorization Letter Request Form (included below).

Step II: Pick up the Office of International Services Authorization Letter.

Pick up the authorization letter attached with your job offer letter at least 8 working hours after you have done Step I.

Step III: Bring the following documents to one of the Social Security Administration offices

1. The International Center Authorization Letter you received in Step II.
2. Your job offer letter attached to the above authorization letter.
3. Your passport.
4. Form I-20 or Form DS-2019
5. Form I-94 (white card in your passport).
6. Your SLU ID card.

Social Security Administration (SSA) offices

1. 717 N. 16th Street
16th Street and Delmar, directly across from the City Museum
(Take Bi-State Transit bus #97 Delmar Line at Grand and Washington eastward to downtown, get off at 16th Street, walk one block north to Delmar.)
2. 4365 Chippewa
(South St. Louis, 2 blocks east of Kingshighway)
3. 5669 Delmar Blvd
(2 mile north of Forest Park)
4. 8151 Clayton Road
3rd Floor (Across the street from the Galleria)

All offices open from 9 a.m. to 4 p.m., Monday through Friday. Telephone: 1-800-772-1213

Note: The length of time to receive your SSN ranges from two weeks to more than a month depending upon how long the SSA may take to verify your documents with the US Citizenship and Immigration Service (USCIS). If you want to know your SSN as soon as it is assigned before you receive the SSN Card through mail, ask when and whom you should call while submitting your application.

If you have any questions, please contact the Office of International Services at
(314) 977-2318.



SOCIAL SECURITY NUMBER: QUESTIONS & ANSWERS

Question: I am a new international student at SLU, do I need a social security number (SSN)?

No. Not every international student needs a SSN. A SSN is needed only if you will receive income from a U.S. source. It is for tax purposes. Most Social Security Administration officials will not grant a number to a student on a non-immigrant visa, unless you present work authorization letter from the International Center or Employment Authorization Document (EAD) from the immigration office.

Question: Do I need a SSN to open a bank account?

No. You don't need a SSN to open a bank account. Simply present your passport and fill out a Form W-8 (Certificate of Foreign Status) provided by the bank. By filling out Form W-8, your interest earned in your account will not be taxed by the U.S. Government.

Question: I will apply for a Missouri Driver's License, what should I do if they ask me for a SSN?

Tell them that because you are an international student, you are not allowed to have a SSN. Ask them to assign a number to you or use your passport number. The number will appear on your Driver's License card. You may use your driver's license whenever you are asked to show identification.

Question: My apartment manager asked me for a SSN before I am allowed to sign the lease. The utility companies also asked for it. What should I do?

Same as above. Tell them you do not have a SSN because you are an international student. Use your passport number or SLU ID Number as your identification number.

Question: If I want to work on campus, do I need a SSN?

Yes, but you must obtain a job offer letter from the department before you are allowed to apply for a SSN. Please refer to the above page on "How to Apply for a Social Security Number".

Question: I will be on SLU payroll to receive stipends for my research assistantship. How can I get a SSN?

Your assistantship contract will allow you to apply. Please refer to the above page on "How to Apply for a Social Security Number".

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