



Social Security Number

What is a Social Security Number?

The Social Security Administration issues Social Security Numbers to all who are work-eligible as a way to identify participants, including taxpayers, in the federal government's social security program, which provides retirement and disability benefits to workers and their families.

Do I need a SSN?

Yes, if you are going to work in the United States, either on-campus or with off-campus work authorization, you must obtain a Social Security Number.

You are not required to have a Social Security number before you start work. However, the [Internal Revenue Service](#) requires employers to report wages using a Social Security number. While you wait for your Social Security number, your employer can use a letter from the Social Security Office stating that you applied for a number. Your employer may use your immigration documents as proof of your authorization to work in the United States.

Work eligibility

If you hold F-1 visa status, you are eligible to apply for an SSN if you meet at least one of the following criteria, and can provide proof of employment.

- ✓ you are currently working on campus
- ✓ you have been offered an on-campus job

How do I apply?

To apply for a Social Security number:

1. Find a non work-study job (such as Chaney Dining Services) and have your employer complete a **job offer letter** (see International Programs Office FOB 234). The Social Security Administration requires this letter when you apply for your SSN.

2. Come to the International Programs Office to discuss your eligibility for a SSN. If you are eligible, International Programs Office will provide a letter certifying that you have the necessary immigration status and work authorization to be eligible for an SSN. The Social Security Administration requires this letter when you apply for your SSN.
3. After you have been in the U.S. for **AT LEAST 10 days**, take the documents listed below to the Social Security Administration Office in Ogdensburg. (When you come to the International Programs Office for your certification letter, you will be given directions to this office.)
 - ✓ Completed [Application For A Social Security Card](#) (Form SS-5)
 - ✓ Completed job offer letter from prospective employer to include:
 - Letter head
 - Signature
 - Dates of employment
 - ✓ Letter certifying that you have the necessary immigration status from IPO
 - ✓ Valid I-20
 - ✓ Valid passport (Canadians may use driver's license AND birth certificate)
 - ✓ Visa (Canadians do NOT have a visa)
 - ✓ I-94 (small, white arrival/departure card stapled in your passport or to your I-20)
4. If you have successfully submitted your social security application along with all the required documentation mentioned above, you will receive your number and card in 2-4 weeks. Once you receive your card, please take it to the administrator in the department that is employing you.

Contacting the Social Security Administration

For more information, visit the SSA website at <http://www.socialsecurity.gov/> or call toll-free 1-800-772-1213 (for the deaf or hard of hearing, call the TTY number, 1-800-325-0778). They can answer specific questions and provide information by automated phone service 24 hours a day. To contact our local SSA office, please see below.

Social Security Administration
101 Ford Street
Ogdensburg, New York 13669

Telephone: (866) 572-8369
Fax: (315) 393-0396

Office Hours: Monday, Tuesday, Thursday and Friday 9am – 3pm
Wednesday 9am – 12pm
Closed on legal U.S. Holiday