

APPLYING FOR A SOCIAL SECURITY NUMBER

F-1 APPLICANTS

WHERE TO APPLY

Social Security Administration

2002 Old Saint Augustine Road Building B,
Suite 12, Tallahassee, FL 32301

Phone Number

(866) 248-2088

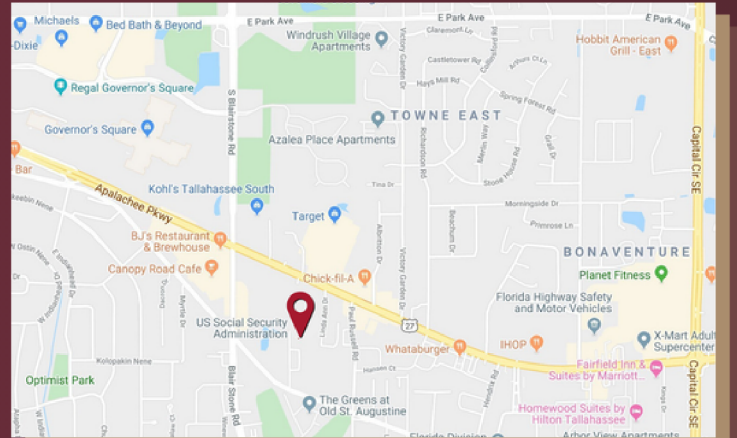
BUS ROUTES

The **Red Hills (R)**, **Live Oak (L)** and **Gulf (G)** city bus routes have stops near the Social Security Administration.

VISIT

secure.ssa.gov/ossnap/public/landingOSSnap

to complete your Online Social Security Number Application



For more information about city bus routes, visit www.talgov.com/starmetro or use the Moovit app.

F-1 ON-CAMPUS EMPLOYMENT

1. If you do not have a permanent Tallahassee address or you will be moving in the next 2-3 months, rent a UPS store mailbox or a USPS mailbox to use for the mailing address on your SSN application. Do not use a temporary address.
2. Apply for your SSN online at <https://secure.ssa.gov/ossnap/public/landingOSSnap> and make an in-person appointment that is at least 3 days after your arrival in the U.S. and no more than 45 days after application submission. The SSA office no longer accepts walk-ins.
3. If you are starting a new degree program at FSU, update your SEVIS address in my.fsu.edu and complete the CGE arrival confirmation in Nole Start - <https://istart.fsu.edu> after your arrival in Tallahassee. The SSA office cannot process your application until this step is completed, regardless of whether you are arriving from outside the U.S., transferring your immigration status from another institution or changing to a new degree level at FSU.
4. Provide your on-campus employer a copy of your SSN appointment confirmation to start onboarding.

Flip to back for further instructions. →

CONTACT & ENGAGE



850-644-1702



cge@fsu.edu



@FSUCGE

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

F-1 ON-CAMPUS EMPLOYMENT (CONT.)

5. Ask your on-campus employer to complete, print on letterhead, and sign the "SSN Form for On-Campus Employment" or "SSN Form for Campus Employment with Contracted Employer" (choosing the one appropriate for the particular employer) found at cge.fsu.edu/forms. Forms without letterhead or employer signature do not meet SSA documentation requirements.
6. Bring the SSN Form Letter completed, printed to paper on letterhead and signed by the employer to the Center for Global Engagement second floor front desk between 9am and 3:30pm, Monday through Friday (excluding holidays and university closures), for the required Designated School Official's signature.
7. Bring the following documents to your scheduled in-person SSA office appointment:
 - a. The passport associated with your F-1 status (check the citizenship country on the I-20 if you hold passports from multiple countries);
 - b. Your FSU I-20 printed to paper available in Nole Start - <https://istart.fsu.edu>;
 - c. Your most recent I-94 printed to paper (available at <https://i94.cbp.dhs.gov/home>);
 - d. The signed SSN letter described above.
8. When you receive your SSN card in the mail, bring the card in person to your employer to update your employment record for tax purposes. DO NOT email, text, direct message or otherwise electronically send your SSN card or Social Security number! Safeguard the card and number. This number is your financial identity in the U.S.

F-1 OFF-CAMPUS EMPLOYMENT

- **Students with approved CPT:** complete step 1 above, and bring to your appointment your paper FSU I-20 showing your CPT authorization on page 3, your passport and your I-94 printed to paper.
- **Students with a USCIS approved OPT:** complete step 1 above and bring your USCIS approved Employment Authorization Document (the card, not the approval notice), passport and printed I-94 to your appointment.

FREQUENTLY ASKED QUESTIONS

WHO QUALIFIES TO RECEIVE AN SSN?

Employers use this 9-digit number to report your earnings. If you are J-1 scholar or an F-1 or J-1 student with an assistantship or on-campus employment, you are eligible for a Social Security Number (SSN). If you have a USCIS Employment Authorization Document (EAD) or CPT authorization, you also qualify.

HOW MUCH DOES IT COST?

There is NO charge to apply for a SSN and a card.

WHEN WILL I GET MY SSN?

You will probably receive the actual SSN card in 10 days to 2 weeks. However, when you apply for the card, you will receive either a receipt or a letter showing that the SSA is verifying your status.

If you haven't received your SSN card in more than 7 weeks, please go to the SSA office to request another letter confirming that your application is still in process. Show it to your payroll representative as evidence that your application is still pending.

DO I NEED AN SSN TO START WORKING?

No, once you have provided the HR representative in your hiring department your scheduled SSA appointment confirmation, you can begin the onboarding process and begin work when onboarding is complete.

WHAT SHOULD I DO AFTER I RECEIVE MY SSN CARD?

Please take your SSN card and your photo ID to your department payroll rep. Protect your SSN and your identity. **Never** email the number or a copy of the card to anyone, including FSU faculty, staff or employees. Read more about identity theft at:

ssa.gov/pubs/EN-05-10064.pdf.

I HAVE MY 9-DIGIT EMPLOYEE ID NUMBER. CAN THIS BE USED IN PLACE OF AN SSN?

No, the Employee ID number or EMPLID is not an SSN. If you try to use it in place of an SSN for a contract, lease, investing, banking or other purpose, you are giving false information and could be accused of fraud.

WHAT IF I DO NOT HAVE EMPLOYMENT, BUT EVERYONE TELLS ME I SHOULD GET AN SSN?

If you do not have employment or employment authorization, you are **NOT** eligible for an SSN. Although you may hear that you need it even if you are not going to work, you do **NOT** need a number for the following purposes:

- Signing a lease for an apartment
- Conducting business with a bank
- Registering for school or applying for educational tests
- Obtaining private health insurance.

Rental agencies or cell phone companies may request an SSN for credit check purposes. This does NOT make you eligible to apply for an SSN.

WHAT IF I NEED A NUMBER FOR TAX PURPOSES, BUT DON'T HAVE AUTHORIZED EMPLOYMENT?

You can apply for an Individual Taxpayer Identification Number (ITIN) at tax reporting time - mid-February to mid-April by filing your tax return with an IRS Enrolled Agent who can officially verify your immigration documents. The enrolled agent who provides our free tax workshop each year is at <https://suntaxfla.com/>. DO NOT mail your original immigration documents to the IRS to apply for an ITIN yourself. The ITIN is not a substitute for the SSN for employment.

WHEN WILL MY SSN EXPIRE?

Your SSN is valid for life, so you only need to apply once in your lifetime. If your SSN card has been lost or stolen, you must be authorized for employment in order to obtain a replacement card.