

APPLYING FOR A SOCIAL SECURITY NUMBER

J-1 APPLICANTS

WHERE TO APPLY

Social Security Administration

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

Phone Number

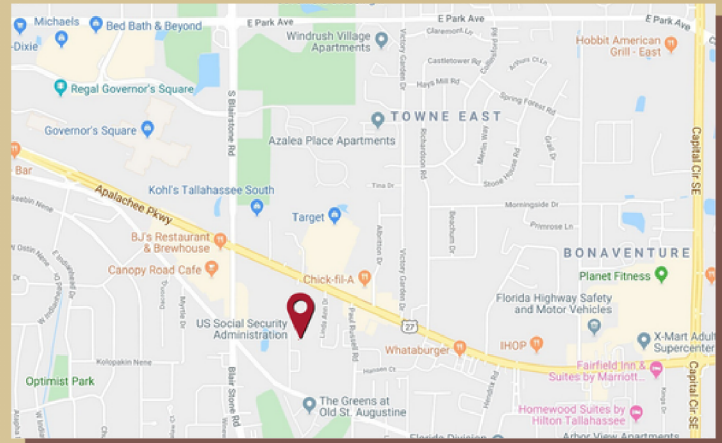
(866) 248-2088

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.

J-1 EMPLOYMENT MASTERS/DOCTORATE/NON-DEGREE STUDENT CATEGORY:

1. Request employment authorization from the immigration sponsor noted in box 2 of your DS-2019. Allow at least 2 weeks for your sponsor to review your employment eligibility, enter the authorization into your SEVIS record and provide the authorization letter. Employment is NOT authorized with your DS-2019 alone and is not guaranteed.
2. 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.
3. Apply for your SSN online at <https://secure.ssa.gov/ossnap/public/landingOSSnap> and make an in-person appointment at least 2 weeks in the future. The SSA office no longer accepts walk-ins.
4. Once you have an employment authorization letter from your immigration sponsor, provide your on-campus employer a copy of that letter and your SSN appointment confirmation, and show them your DS-2019 printed to paper, I-94 printed to paper (available at <https://i94.cbp.dhs.gov/home>), and passport to start onboarding.
5. Bring to your scheduled SSA appointment, your employment authorization letter, the passport associated with your J-1 status, your DS-2019 printed to paper and your I-94 printed to paper.
6. 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.

Flip to back for further instructions. →

CONTACT & ENGAGE



850-644-1702



cge@fsu.edu



@FSUCGE

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

Global & Multicultural Engagement (GME) Building, 110 S. Woodward Ave. Tallahassee, FL 32306-4216

J-1 EMPLOYMENT (CONT.)

RESEARCH SCHOLAR, SHORT-TERM SCHOLAR, PROFESSOR, STUDENT INTERN & SPECIALIST CATEGORY PAID BY FSU:

1. Complete your arrival confirmation in person at the second floor ISSS suite at **110 S Woodward Ave** if FSU is the sponsor listed in box 2 of your DS-2019 form. If your sponsor is IIE, USAID or U.S. State Department, complete your sponsor's check-in/validation process.
2. 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.
3. After you've received confirmation from the CGE or the sponsor listed in box 2 of your DS-2019 that your government immigration (SEVIS) record is validated, apply for your SSN online at <https://secure.ssa.gov/ossnap/public/landingOSSnap> and make an in-person SSA appointment. The SSA office no longer accepts walk-ins.
4. To start onboarding, provide your on-campus employer a copy of your SSN appointment confirmation, and show them your DS-2019 printed to paper, I-94 printed to paper (available at <https://i94.cbp.dhs.gov/home>), and passport.
5. Bring the passport associated with your J-1 status, your paper DS-2019 showing your U.S. income, and your I-94 printed to paper (available at <https://i94.cbp.dhs.gov/home>) to your scheduled SSN appointment.
6. 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.

J-1 DEPENDENTS ONLY:

Apply for work authorization from USCIS using form I-765 -

<https://www.uscis.gov/i-765>. When you receive your

Employment Authorization Document (EAD) card in the mail, apply for your SSN online at

<https://secure.ssa.gov/ossnap/public/landingOSSnap> and make an in-person SSA appointment. Bring to your scheduled appointment your USCIS approved Employment Authorization Document (the card, not the approval notice), passport, printed DS-2019 and printed I-94 to your appointment. If you already have an unexpired USCIS issued EAD, you DO NOT need a job or job offer to apply for the SSN. If you did not have an unexpired USCIS issued EAD, you are not eligible for an SSN.

FREQUENTLY ASKED QUESTIONS

HOW MUCH DOES IT COST?

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

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.

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.

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 Social Security Administration (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.

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.