

HOW TO GET TO THE SOCIAL SECURITY OFFICE

Social Security Administration
2002 Old St. Augustine Rd
Building B, Suite 12

1.866.248.2088

Open 9:00 am—3:30 pm (M, T, Th & F)

Open 9:00 am—12:00 pm (W)

BY CAR

From FSU at Woodward Ave and Tennessee St:

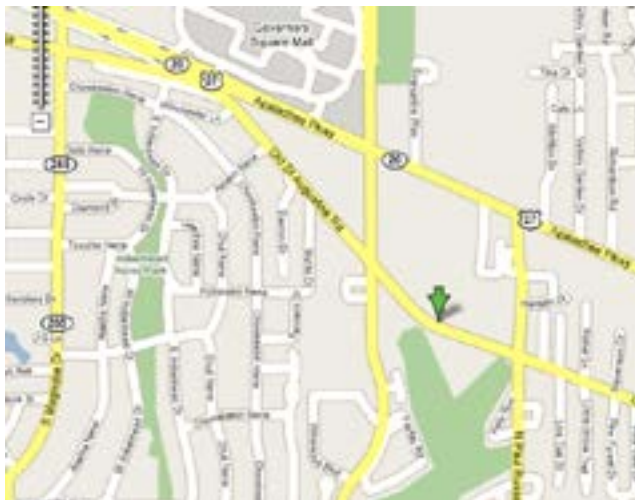
1. Go **EAST** on Tennessee St toward the Capitol and Downtown area.
2. Go **SOUTH (RIGHT)** at the light on Monroe St toward the Capitol.
3. Go **LEFT** at the light onto Apalachee Pkwy.
4. Go **STRAIGHT** at the light past the Magnolia St intersection.
5. Look on your **RIGHT** for Old St. Augustine Rd.
6. Exit **RIGHT** on Old St. Augustine Rd.
7. Continue **STRAIGHT** on Old St. Augustine Rd.
8. Go **STRAIGHT** at the light past Blairstone Rd.
9. Look on your **LEFT** for the “Social Security Administration” sign.

If you get to Paul Russell Rd, you have gone too far.

BY BUS

Please refer to the Star Metro “Ride Guide” for complete instructions on how to use the bus system and the most current bus schedules.

- ◇ Take Route L (Live Oak) or T (Tall Timbers) .
- ◇ Ask the bus driver to let you know when the bus is near the office so you can get off there.



FOR MORE DETAILS

Social Security Administration:

ssa.gov

Internal Revenue Service (IRS):

irs.gov

Star Metro Bus System:

talgov.com/starmetro

If you have any questions or concerns
please call the:

CENTER FOR GLOBAL ENGAGEMENT

Front Desk:

850.644-1702

Fax:

850.644.9951

E-mail:

cge@admin.fsu.edu

Web Site:

cge.fsu.edu

This brochure is available in alternative format upon request.



THE FLORIDA STATE UNIVERSITY
DIVISION OF STUDENT AFFAIRS

SOCIAL SECURITY

**Information for F-1 Students
& J-1 Exchange Visitors**



Center for
Global Engagement

THE FLORIDA STATE UNIVERSITY

HOW TO APPLY FOR A SSN

FREQUENTLY ASKED QUESTIONS

F-1 ONLY:

On Campus Employment:

1. Your employing department or office completes and prints the “On Campus Employment Verification Form” found on the CGE website in the CGE forms section under F-1 forms.

NOTE: The form must be printed on OFFICE or DEPARTMENT stationery and signed by the office or department representative.

2. Take the signed form to the Center for Global Engagement (CGE) for an adviser’s signature.

3. Go to the Social Security Administration (SSA) office with the form and additional documents listed below.

Off Campus Employment:

◇ Students on OPT: Apply at the SSA with your OPT card (EAD)*, and additional items listed below.

◇ Students with CPT: Apply at the SSA with your I-20 showing CPT authorization on page 3, and additional items listed below.

J-1 ONLY (refer to category in box 4 of DS-2019):

Masters/Doctorate/Non-degree Student category:

Once you are offered on-campus employment or an academic training opportunity, obtain official written authorization from the immigration sponsor noted in box 2 of your DS-2019 form (allowing at least one month for processing).

Once you have a letter of authorization from your sponsor, bring that and the Additional Items/Documents listed below.

Research Scholar, Short-term Scholar, Professor, Student Intern & Specialist category paid by FSU:

Complete check-in with the CGE or your immigration sponsor. Await an email from your immigration sponsor informing you that your immigration record has been validated, and then apply at the SSA with items/documents listed below.

You may take your employment offer letter, but it is not required.

Only those researchers receiving U.S. income are eligible for the SSN.

J2 DEPENDENTS ONLY:

Apply for work authorization from USCIS.

When you receive your Employment Authorization Document (EAD) from USCIS (processing normally takes 3 months), then apply at the Social Security office with your EAD card*, DS-2019, and items listed below.

*If you already have an EAD from USCIS, you DO NOT need a job or a job offer to apply. If you do not have an EAD, you are not eligible for the SSN.

Additional Items/Documents:

In addition to the documents listed above, bring your:

- Passport
- I-94 Card or Printed Record (cbp.gov/I94)
- Current I-20 OR DS 2019

NOTE: If you recently arrived in the U.S. for the first time, the Social Security Administration office requests that you wait 10 days from the date of your arrival before you submit your Social Security application to their office. This is not a requirement but will result in more efficient processing of your application.

WHO QUALIFIES TO RECEIVE A SOCIAL SECURITY NUMBER (SSN)?

Employers use this 9-digit number to report your earnings.

If you are a J-1 scholar or an F-1 or J-1 student with an assistantship or on-campus employment, you are eligible for a SSN. If you have employment authorization (EAD) from the USCIS or a CGE adviser, you also qualify. See “How to Apply for a SSN” on the left panel for documents needed for on- or off-campus employment.

HOW MUCH DOES IT COST?

There is **NO** charge to apply for a Social Security number and card.

WHEN WILL I GET MY SSN?

You will probably receive the actual Social Security (SS) card in 3 or 4 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. Your department payroll representative will use this to begin processing your paperwork. If you haven’t received your SS card in more than 7 weeks, please go to the SSA to request another receipt (letter). 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 shown your payroll representative the receipt (or letter), she or he can process your paperwork and you may begin work.

WHAT SHOULD I DO AFTER I RECEIVE MY SS CARD?

Please take your SS card and photo ID to:

- ◇ The FSU Card Center
- ◇ Registrar’s Office (A-3900 University Center)
- ◇ Your department payroll rep. (If you were appointed with a temporary number, your department will need to process a reappointment for you, using the SSN, and send a copy of your SS card to HR).

◇ Protect your SSN and 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 A 9-DIGIT NUMBER THAT HUMAN RESOURCES GAVE MY DEPARTMENT FOR MY APPOINTMENT. IS THIS AN SSN?

NO. This 9-digit number is temporary. It is used while you wait for your SSN. Because it is temporary, it should NEVER be used outside of the FSU campus.

I HAVE A 9-DIGIT NUMBER THAT BEGINS WITH 999 OR 899. IS THIS AN SSN?

NO. FSU issues this 9-digit number for identification purposes. It cannot be used in place of an SSN and should NEVER be used outside of the FSU campus.

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 a SSN. Although you may hear that you need the number 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 the 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). The ITIN is for federal tax reporting only. It is **NOT** a substitute for an SSN. For more details on applying for an ITIN, please go to irs.gov or contact the Internal Revenue Service by phone at 1.800.829.3676.

WILL MY SSN EXPIRE?

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