

How to Get to the Social Security Office



THE FLORIDA STATE UNIVERSITY
DIVISION OF STUDENT AFFAIRS

Social Security Administration
2002 Old St. Augustine Rd
Building B, Suite 12
1.866.248.2088

Open 9:00 am—3:00 pm (M, T, Th & F)
Open 9:00 am—12:00 pm (W)

BY CAR

From FSU at Woodward Ave and Tennessee St:

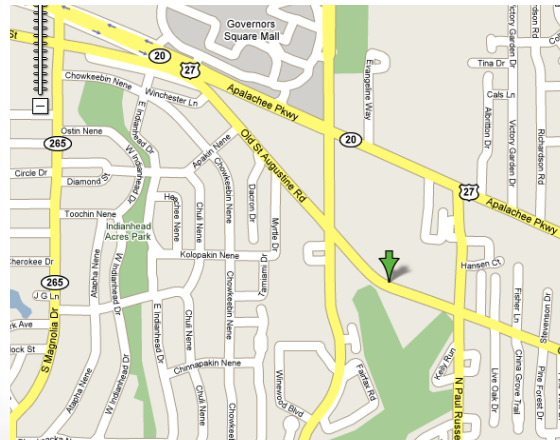
1. Go **EAST** on **Tennessee St** toward the Capitol and Downtown area.
2. Go **SOUTH (RIGHT)** at the light on **Monroe St** toward the Capitol.
3. Go **LEFT** at the light onto **Apalachee Pkwy**.
4. Go **STRAIGHT** at the light past the **Magnolia St** intersection.
5. Look on your **RIGHT** for **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:

<http://www.ssa.gov/>

Internal Revenue Service (IRS):

<http://www.irs.gov/>

Star Metro Bus System:

<http://www.tal.gov.com/starmetro/index.cfm>

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-info@admin.fsu.edu

Web Site: <http://cge.fsu.edu>

SOCIAL SECURITY

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



 Center for
Global Engagement
THE FLORIDA STATE UNIVERSITY

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: <http://cge.fsu.edu>. Go to Current Students, and click on F-1 Students, then Employment.

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 and J-2 ONLY:

Students: Obtain official employment authorization from the CGE by submitting a request form. Go to Current Students, and click on J-1 Students, then J-1 Forms. The form is under Employment & Academic Training (Student Employment). Bring the additional items listed below.

Scholars, Professors, & Specialists: Complete check-in with the CGE then apply at the SSA with items listed below.

J-2: Apply for work authorization from USCIS, then apply at the Social Security office with your work permit (EAD)*, DS-2019, and items listed below.

***If you have an EAD from USCIS, you DO NOT need a job or a job offer to apply.**

Additional Items/Documents

In addition to the documents listed above, bring your:

- Passport
- I-94 Card or Printed Copy (www.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).

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 www.irs.gov. or contact the Internal Revenue Service by phone at 1.800.829.3676.