

## Where to Apply



**Social Security Administration**  
2002 Old Saint Augustine Road  
Building B, Suite 12  
Tallahassee, FL 32301



### Office Hours

9:00 a.m.–4:00 p.m. (M, T, Th, & F)

9:00 a.m.–12:00 p.m. (W)

**Phone Number**  
(866) 248-2088

### Bus Routes

*Please refer to the City of Tallahassee website to find a full list of bus routes to the Social Security Administration office.*

[www.tal.gov.com/starmetro](http://www.tal.gov.com/starmetro)

# FSU

## CENTER FOR GLOBAL ENGAGEMENT

DIVISION OF STUDENT AFFAIRS

Global & Multicultural Engagement  
(GME) Building, “The Globe”

110 S. Woodward Ave.  
Tallahassee, FL 32306-4216

### Contact



[cge@fsu.edu](mailto:cge@fsu.edu)



850-644-1702

### Engage

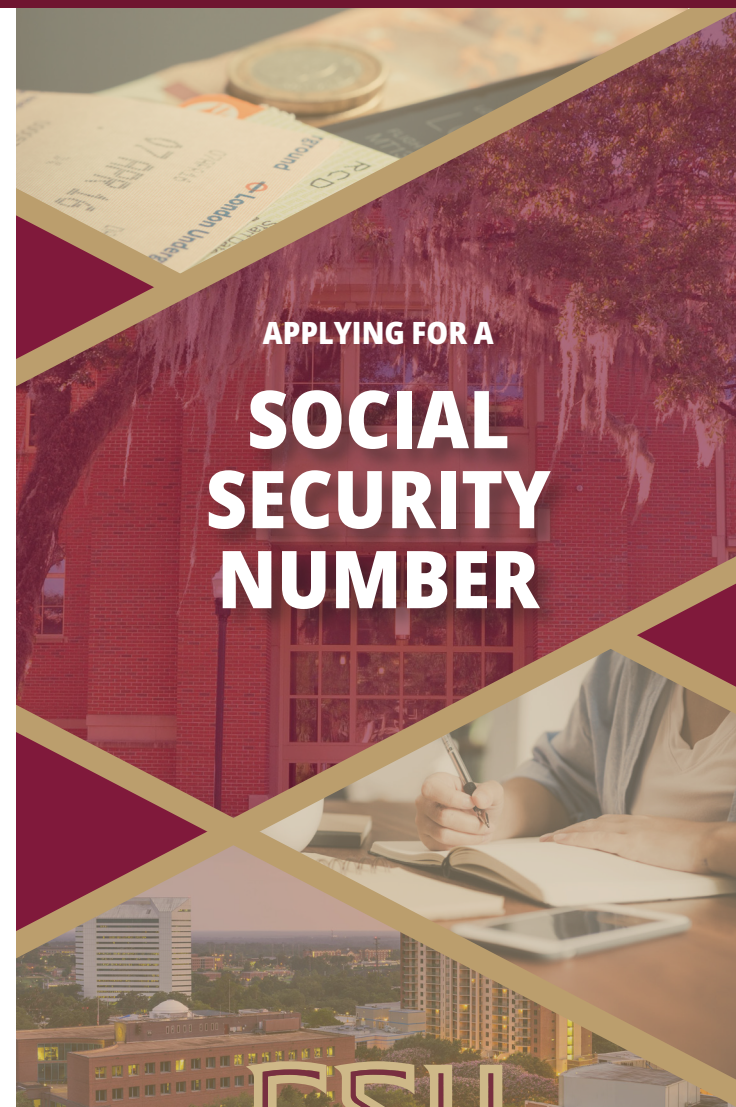


/FSUCGE

## International Student and Scholar Services

APPLYING FOR A

# SOCIAL SECURITY NUMBER



# FSU

## CENTER FOR GLOBAL ENGAGEMENT

DIVISION OF STUDENT AFFAIRS

Visit [cge.fsu.edu](http://cge.fsu.edu) for more  
information and resources.

## ALL VISA APPLICANTS:

Apply in person at the Social Security Administration (SSA) office with these required documents:

- Passport
- I-94 Card or Printed Record (cbp.gov/I94)

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

In any case, do NOT apply until you know that your SEVIS record is validated (J-1) or you are registered in SEVIS (F-1).

## ADDITIONAL INSTRUCTIONS FOR F-1 ONLY:

### On Campus Employment:

1. Your employing department or office completes and prints the "SSN Form for On-Campus Employment" found on the Center for Global Engagement (CGE) website: [cge.fsu.edu/forms](http://cge.fsu.edu/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 advisor's signature.
3. Go to the SSA office with the form, your I-20, and the required documents listed above.
4. If you are a new student at FSU or you are applying at the beginning of a semester, ask the CGE if your SEVIS registration has been processed before you apply.

### Off Campus Employment:

- Students on OPT: Apply at the SSA office with your OPT card (your Employment Authorization Document or EAD)\*, I-20, and the required documents listed above.
- Students with CPT: Apply at the SSA with your I-20 showing CPT authorization on page 2, and additional items listed above.

## ADDITIONAL INSTRUCTIONS FOR 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 required documents listed for all visa applications (Passport & I-94).

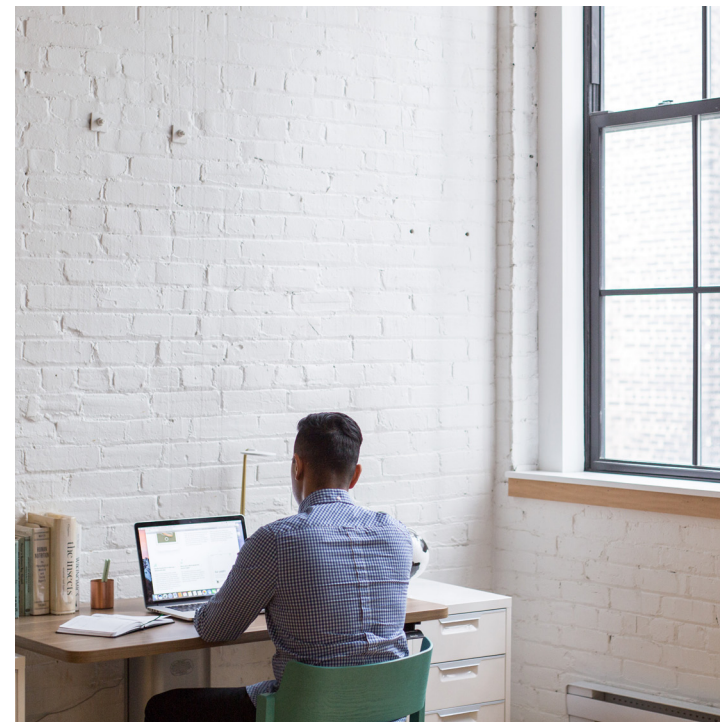
### Research Scholar, Short-term Scholar, Professor, Student Intern, & Specialist category paid by FSU:

Complete your check-in with the CGE. Await an email informing you that your SEVIS immigration record has been validated, and then apply at the SSA with the required documents (Passport & I-94). Do not apply before your immigration record is validated! You may take your employment offer letter, but it is not required. Only researchers receiving U.S. income are eligible for an SSN.

## J-2 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 for at the SSA office with your EAD Card\*, DS-2019, and items listed to the left.

\*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 an SSN.



# 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 an 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 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 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 shown your payroll representative the receipt or letter, they can process your paperwork and you may begin work.

## 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](http://ssa.gov/pubs/EN-05-10064.pdf).

## I HAVE MY 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 FSU's 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 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). The ITIN is for federal tax reporting only. It is **NOT** a substitute for an SSN. For more details on applying for the ITIN, please go to [irs.gov](http://irs.gov) or contact the Internal Revenue Service by phone at 1.800.829.3676.

## 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.

