



Office of International Affairs

International Students and Scholars
100 Oxley Hall
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Manager
Social Security Administration
Federal Building
200 North High Street
Columbus, OH 43215

STUDENT SOCIAL SECURITY NUMBER REQUEST

To Social Security Administration:
This is evidence of employment for: _____
(Name – F-1 Student)
Nature of student’s job (e.g., wait staff, library aide, research assistant, etc.):

Start Date: _____ Number of Hours/Week: _____

Employer contact information:

31-6025986	
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The Ohio State University OR Other Employer
(Employer Identification Number (EIN))

(Employer Telephone Number)

(Student’s Immediate Supervisor)

Employer Signature (Original)

Signatory’s Title

Date: _____

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA’s fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm> .

FOR OFFICE OF INTERNATIONAL AFFAIRS USE ONLY:

I certify that this student is enrolled as a full time student at Ohio State University and has a position of employment. Please issue this student a social security number.

OIA Designated School Official – Original Signature

Typed or printed name (DSO)

Phone

Date

Items to take to apply for your Social Security Number:

1. Passport
2. Form I-94 (white card in passport)
3. Form I-20 or DS-2019
4. This completed and signed letter
5. Completed copy of Form SS5, which can be picked up at 100 Oxley Hall or downloaded at <http://www.ssa.gov/online/ss-5.pdf>.

You WILL NOT be able to get a Social Security number if one of the above items is missing. Applications for new SSNs will be accepted from 10 AM to 3 PM. You must wait at least TWO WEEKS from the date on your I-94 card to apply for your social security number.

If you do not have a car or someone to drive you to the Social Security Administration office, take the #2 COTA bus on High Street south to downtown Columbus. Ask the bus driver to let you off at the bus stop nearest 200 N. High St.

If you are working at Ohio State and receive payments, once you receive your SSN, provide a copy of your Social Security card to the OSU Tax Office by mail, fax or in person: OSU Human Resources Tax Office, 1590 N. High St., Suite 300 (by Barnes & Noble, South Gateway). You will also need to provide a copy of the card to the Human Resources Officer for the department with which you are working.

Students must also go in person with their Social Security card to the Registrar's office in 320 Lincoln Tower to update their Social Security number in the student database.