How To Obtain A Social Security Number Students in F-1 Status

- To apply for Social Security, you must be employed first (whether employed by Ohio University or otherwise).
- If you wish to work on-campus, go to ohiouiversityjobs.com and search for Student Employment. You should be able to apply for jobs there.
- Once you have obtained a job, go to ISFS and request a F-1 Social Security form letter.
  - Take the form letter to your supervisor. Ask them to photocopy the form letter onto their department letterhead (stationary) and fill out the top portion on your behalf.
- Bring the completed form letter; where we will certify the information.
  - Please note that you must be registered as a full-time student at Ohio University before we can certify your letter and issue you an approval letter. (If you are a new student, you will register for classes after Orientation; therefore you will not be able to apply for a Social Security Number until after Orientation.)
- Once a DSO/international student advisor has certified the information you have provided, you can take the approval letter from ISFS, your passport, I-94, and I-20 to the Social Security Office (next to the Goodwill Store and Monroe Muffler) at 743 East State Street, Athens to apply for a SSN.
- Once you have applied for a Social Security Number, ask for a receipt for your Social Security Number application.
To Whom It May Concern:

This is evidence of on-campus employment for the following F-1 student at Ohio University:

Name of Student: __________________________________________________
(Full name, exactly as it appears in passport)

Name of the On-Campus Employer: ____________________________________
(e.g. library, dining hall, computer lab, etc.)

Nature of Student’s Job: _____________________________________________
(e.g. teaching assistant, cashier, tutor, etc.)

Start Date of Student’s Job: __________________________________________
(Anticipated or actual employment start date)

Number of Hours that the student will work each week: ___________________

Employer Identification Number (EIN): ________________________________

Employer Telephone Number: _________________________________________

Name of Student’s Immediate Supervisor: ______________________________

Employer Signature: _________________________________________________

Signatory’s Title: ___________________________________________________

ISFS Certification:

The above student is enrolled full time at Ohio University.

DSO Signature: _____________________________________________________

Printed Name of DSO: ______________________________________________

Telephone Number: _________________________________________________

Date: __________________________________________________________________