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 ohiouniversityjobs.com and search for Student Employment. You should be able to apply for jobs there.
• Once you have obtained a job, use the form letter on page 2 of this document to do the following:
  o Email 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 and email it back to you.

• Email the completed form letter to isfs@ohio.edu; where we will certify the information.
  o 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.)
• Complete the SS-5 Application for Social Security. If you have questions on how to fill out the form, you can reach out to the Athens Social Security Office at (877) 840-7683.
• Once a DSO/international student advisor has certified the information you have provided, you can mail the following items to 743a East State Street, Athens, Ohio 45701 to apply for a SSN:
  o Certified employment form letter (pg. 2)
  o I-20
  o Passport
  o I-94
  o Completed SS-5 Application for Social Security
• It is crucial that you review your own address on the SS-5 and the address of the SSN office on your mailing envelope for accuracy. Your documents will be mailed back to you after processing.
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: ___________________________________________________________________