

Social Security Number (SSN) Application Instructions
For International Students, Scholars and Visitors

A Social Security Number (SSN) is a unique, 9-digit identification number issued by the U. S Social Security Administration (SSA). An SSN is a requirement for all persons who work and receive pay in the U.S. The SSN is used to report wages to the government.

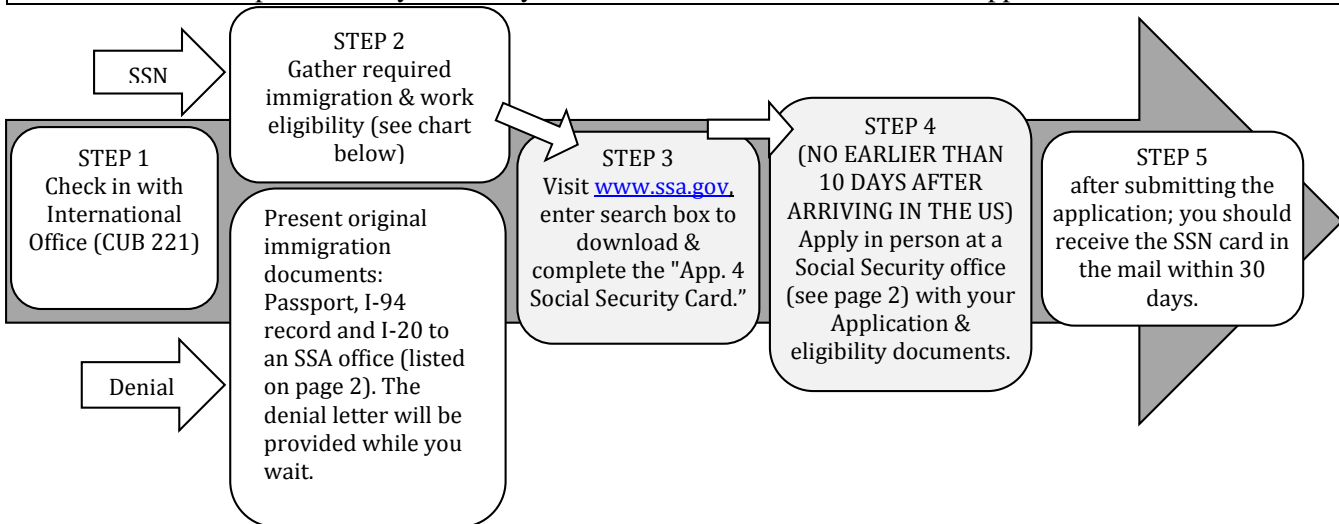
Your SSN and Student ID number are different. When you are asked for these numbers, be clear about which one is needed. The Student ID Number generally is valid only at Shippensburg University. NEVER give your SSN unless it is required.

THE APPLICATION PROCESS AND MATERIALS

International applicants apply *in person* at the nearest Social Security office NO EARLIER THAN 10 days after arriving in the U.S.

To apply, take the original documents noted in the table below. With the exception of the Social Security Card Application (SS-5, download at www.ssa.gov), all other documents will be examined and returned back immediately to you. After submitting the application, you should receive the SSN card in the mail within 30 days. Students and scholars who need to be paid by SU prior to receiving the card may discuss the possibility of a “payroll advance” with the hiring department; this will allow for partial payment from SU before receiving the SSN.

To apply for the **SSN denial letter** (if you are not eligible for an SSN but need documentation required for PA driver’s license) present your self in-person at an office on page 2 with your original immigration documents. The denial letter will be provided to you while you wait. You do not need to make an appointment.



REQUIRED DOCUMENTS	F-1 STUDENTS
Passport (unexpired)	Yes
I-94 record Download at www.cbp.gov/i94	Yes
Non-immigrant document	I-20
Working eligibility document (s)	<i>You must present A, B, or C</i> A. With ON- CAMPUS JOB: Completed “Social Security Number Form” (***) B. ON CPT: CPT I-20 C. ON OPT: OPT I-20 and EAD card

Frequently Asked Questions

Do I need a Social Security Number? If you will be working on-campus, receiving a fellowship or stipend through Payroll or if you are a J-1 scholar, then it is necessary for you to obtain Social Security Number.

Do I need an SSN to open a bank account, get utility services or a cell phone? No. Although the SSN will be required during many daily activities such as, banking, utilities, phones, etc., it is only required for employment. However, if you do not have an SSN you will likely have to follow additional procedures, such as paying a deposit.

Do I need an SSN before I start working? No. You may work while the SSN application is being processed. However, without an SSN, a paycheck will not be issued. Your work hours will be accumulated and paid once your SSN is received. **Do NOT FORGET TO ASK FOR A RECEIPT** from the SSA in order to prove to your employer that you have applied for the SSN.

When can I apply for SSN? International applicants with a job offer can apply for an SSN NO EARLIER THAN 10 DAYS after your entry to the United States in your status. An SSN cannot be issued for on-campus employment or for authorized CPT if the start date for the employment is more than 30 days into the future. Individuals applying for SSN based on OPT approval may not apply until after the start date listed on the EAD card.

How long will it take to get an SSN? SSA must verify your documents with the Department of Homeland Security (DHS) before assigning you an SSN. After receiving verification form DHS, SSA will mail your Social Security card. *Most of the time, you will receive your card within 7 to 14 days.* If you do not receive the card within 30 days, return to the Social Security office to inquire. **DO NOT** apply for a second card; you will have only one SSN in your lifetime. If you continue to experience difficulties obtaining the card, contact Mary Burnett CUB 221.

What happens if my SSN card is lost or stolen? You can replace your card for free if it is lost or stolen. To get a replacement card, you must take the same original documentation that you used when you first applied for an SSN to the local Social Security office, including proof of on-campus job or off-campus employment authorization (CPT, OPT). On the SS-5 form you will indicate that you are applying for a replacement. Your replacement card will have the same name and number as your previous card.

How do I get my I-94? In most cases, you can download and print your I-94 number from www.cbp.gov/i-94. Some students and scholars may have paper I-94 records (for example, with an approved change of status, H approval, entry through a land boarder). The paper I-94 is also acceptable at SSA.

Tips to secure your Social Security Number

It is very important that you do not share your Social Security Number with anyone else as this can lead to identity theft, i.e., someone can use your SSN to perform illegal transactions or activities that will be attributed to you without your knowledge. Below are some tips that will help you to secure your Social Security Number:

- Memorize your SSN. The best place to keep your SSN is in your mind.
- Do not carry around your Social Security Card in your wallet. Instead, keep it in a safe, secure and secret place and keep it forever. You are issued an SSN once for life. If you received a number previously, you keep the same number.
- Do not give out your SSN to anybody, including your family members or friends, unless it is absolutely necessary. If you are required to do so, don't hesitate to ask the reason they need your SSN.
- Beware with on-line transactions. Normally you are not required to give out your SSN. If you are told to do so, be sure that the site is trusted and secured. In some cases, you may have to give the last four digits of your SSN.
- As a customer, when you are talking with a customer service agents requesting information or filing a complaint, avoid telling them your SSN. In most cases, agent will just ask you the last four digits of your SSN.

DIRECTIONS TO NEAREST SHIPPENSBURG SOCIAL SECURITY OFFICES

The SSN office nearest to SU are open; MON: 09:00 AM - 04:00 PM; TUES: 09:00 AM - 04:00 PM; WED: 09:00 AM - 12:00 PM; THUR: 09:00 AM - 04:00 PM; FRI: 09:00 AM - 04:00 PM; SAT & SUN: CLOSED.

Please arrive at least 30 minutes before closing to process a SSN application.

Chambersburg Social Security Office Address: 50 N Third Street Chambersburg, PA 17201: (Nat'l): 1-800-772-1213, TTY: 1-800-325-0778

- FM E/W U.S. 30 TO N. 3RD ST. FM N/S USE U.S.11 TO E. KING. TRN RT ON N 3RD ST. RT. 316, TO 2ND ST, TRN RT ON E.KING TRN RT ON N 3RD

Carlisle Social Security Office Address: 200 S SPRING GARDEN ST. CARLISLE, PA 17013. (Nat'l): 1-800-772-1213, TTY: 1-800-325-0778

- From Court House Square (Hanover & high St.) go east on high street for 3 blocks to Spring Garden Street. Turn right on Spring Garden and go 1/2 block. Office is in Castle's Commons Shopping Center. I-81 south exit 49 (high St.), i-81 north exit 48 (York rd.) Drive west toward center of town to Spring Garden Street. Turn left on spring garden.

Social Security Administration

Telephone Service: 7 a.m. to 7 p.m. 1-800-772-1213 (national number) SS-5 form available at: www.ssa.gov

<http://www.ssa.gov/forms/ss-5.pdf>