

## Completing the Social Security Application Form:

1. Name – please PRINT CLEARLY – a mistake in your writing may affect your application. Be sure you use the same name & spelling as your passport
2. It is not likely you have had a previous Social Security number assigned
3. Place of Birth
4. Date of birth: please note the date order! **Month / Day / Year**
5. Citizenship: Check ‘*Legal Alien Allowed to Work*’
6. Ethnicity – optional; you do not have to fill in this line
7. Race – optional response
8. Sex
9. A. Mother’s Name at Birth  
B. Mother’s Social Security Number – enter **N/A (Not Applicable)** – *UNLESS they have a Social Security card – you will then need to ask your parents for the number*
10. A. Father’s Name at Birth  
B. Father’s Social Security Number – enter **N/A (Not Applicable)** *UNLESS they have a Social Security card – you will then need to ask your parents for the number*
11. Have you received a Social Security card? If you have lived in the U.S. previously, you may have applied for a SS card
12. Skip to question 14 if you have not previously applied for a SS card
- 13.
14. Today’s date - **Month / Day / Year**
15. Phone number
16. Mailing address: Already on the form. SS cards are mailed to HR and students are contacted.
17. Your signature
18. Your relationship to the person in item ‘1’: *Self*

Students should not carry their SS card with them. It is important to keep the card in a safe place!