

Social Security Application Procedure for Students with F-1 Visas

Students who hold F-1 visas must first secure a job before they can apply for a Social Security (S.S.) card. Students cannot begin to work until they have *applied* for the S.S. card. **Once you have applied and have submitted your *application receipt* to the Human Resources Office** on the 3rd floor of Doane, you may begin working. The process is only required for your first job.

Please take note of the following steps:

1. First, find a job on campus (even a one hour per week job will enable you to apply for a Social Security Card). Check MyDenison for job postings (go to MyDenison, click on the Students tab, and then Student Jobs).
2. Once offered a position, ask your employer to complete the *Employment Authorization letter* which has been shared via email and is available at International Student Services - Burton Morgan 417.
3. Bring the signed authorization letter to ISS - Burton Morgan 417
 - a. Complete the Social Security application form.
 - b. Print your I-94 (printed from <https://i94.cbp.dhs.gov/I94/request.html>)
 - c. Sign up for the trip on the Google doc which is sent via email. Students will need at least **two hours** for the trip – possibly less depending on the number of students. Students must not miss class. It is a good idea to bring along your reading!
4. On the day of the trip, come to Burton Morgan 417 at least 10 minutes prior to the departure time. Please bring the following
 - your passport
 - original I-20
 - I-94 (printed from <https://i94.cbp.dhs.gov/I94/request.html>)
 - the employment verification letter signed by your employer
 - SS application
5. Social Security will issue a **receipt which you will then take to the Human Resources (HR) Office** on the 3rd floor of Doane. HR staff will then check your documents (yes, bring the originals!) and assist with completing tax forms
6. When the Social Security card arrives in the mail, **bring the card to the Human Resources Office**. If you do not bring in the card, you will no longer be able to work. Keep your S.S. card in a safe place. If the card is lost, the entire procedure must be repeated. Do not laminate the card!
7. If your SS card does not arrive in the mail within 2 weeks, please contact ISS

IMPORTANT: Please bring your **bank account** information with you to Human Resources to complete the direct deposit form

Social Security Office
125 Derby Downs Road
Newark, OH 43055 1-866-737-3514

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)
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; I have entered my number since it may be difficult for them to reach you
16. Mailing address: Already on the form
17. Your signature
18. Your relationship to the person in item ‘1’: *Self*

Most students do not carry their SS card with them. It is important to keep the card in a safe place!