Obtaining a Social Security Number

Step 1: Attend the Social Security Seminar at the Slutzker Center (Tuesdays at 2 pm and Fridays at 9:30 am).

Step 2: Complete I-9 Employment Verification with Student Employment Office in 210 Steele Hall (for your convenience, Steps 2 and 3 can be done simultaneously).

Step 3: Complete SSN Employer Verification Form: To be eligible to apply for a Social Security Number, you must be employed or have a promise of employment, which is shown by the Employer Verification Form.

- Your employing department must complete Part A of the Form and print it out on their department letterhead.
- Next, Student Employment in 210 Steele Hall must complete Part B of the Form to verify completion of the I-9.
- The Slutzker Center must complete Part C of the Form to certify your valid F-1/J-1 status and eligibility for a SSN.
- *NOTE: If you are applying for a SSN on the basis of Off-Campus Work Authorization (CPT, OPT, AT), you should have your employer complete Section A of the Off-Campus F-1/J-1 Student Employer Verification Form and have the Slutzker Center complete Section B.

Step 4: Complete Social Security waiting period. Before you can submit an application to the Social Security Administration for a SSN, you must have entered the U.S. on your current visa more than 10 days ago and be registered in the SEVIS System for at least 3 days.

Step 5: Apply for the SSN - Go to the Social Security Administration on the 4th floor, Federal Building, 100 S. Clinton Street, Syracuse, NY.

- Take with you the following:
  - The complete Employer Verification Form;
  - Your original passport, visa and I-94 card or printout; and
  - Your most recent I-20/DS-2019
- Make sure to provide a valid mailing address on the SSN Application
- When applying for the SSN, request a RECEIPT for your application.

Step 6: Please submit 1 copy of your SSN Application Receipt to the Payroll Office with your SU ID on top of the copy.

Step 7: Upon receiving your Social Security Card by mail, submit a copy with your SUID number on it to the Payroll Office.

Step 8: After you receive a Social Security Number - Contact Payroll at payroll@syr.edu with your SU ID number to complete the Non-Resident Alien Information Form. Use the password you receive to complete and submit the form electronically. The data collected allows SU to determine your tax withholding status. Any questions you may have regarding the Non-Resident Alien Information Form should be directed to Payroll at payroll@syr.edu. The Slutzker Center will not be able to answer questions related to this form.

Failure to submit a copy of your Social Security Card to the Payroll Office and the Slutzker Center will result in a hold being placed on your paycheck or termination from your job so please be sure to apply for a SSN immediately and submit copies in a timely manner.