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**OBTAINING A
 SOCIAL SECURITY
 NUMBER**

If you do not have a Social Security Number (SSN), you will have to apply for one since U.S. federal law requires all individuals employed in the U.S. to have a SSN. SSN's are used to identify employees and tax salaries, and are only issued for the purpose of employment. A SSN is not required to begin employment, but must be obtained immediately after being hired. Additional information about SSN's for international students is available at: <http://www.ssa.gov/pubs/10181.html>

Obtaining a Social Security

Step 1: **Complete the I-9 Employment Eligibility Verification process** at the Slutzker Center for International Services.

Step 2: **Complete Social Security waiting period (if applicable).**

Before you can apply for a SSN, you must have entered the U.S. more than 10 days ago.

Step 3: **Gather the required application materials.**

- Current I-20/DS-2019, passport, visa, and I-94 card (Must be originals, not photocopies)
 - If your current I-20/DS-2019 does not have an immigration stamp on it, you must also bring a previous I-20/DS-2019 that you entered the U.S. with that is stamped.
- *Employment Memo* endorsed in Part B by a Slutzker Center International Student/Scholar Advisor

Step 4: **Apply for a Social Security Number** (4th floor of Federal Building, 100 S. Clinton Street, Syracuse, NY)

Step 5: **Submit 2 copies of your SSN Application Receipt to the Slutzker Center** with your SU ID number written on top of each copy.

Step 6: After receiving your **SS Card**, make **2 copies** with your SU ID indicated on them and **submit one copy to** each of the following:

- **Payroll Office**, Skytop Office Building or 211 Steele Hall
- **Slutzker Center for International Services**, 310 Walnut Place

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.

