



LILLIAN AND EMANUEL SLUTZKER
CENTER FOR INTERNATIONAL SERVICES
DIVISION OF STUDENT AFFAIRS
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OBTAINING A SOCIAL SECURITY NUMBER

U.S. federal law requires that anyone who is employed must have a U.S. Social Security Number (SSN). ⁽¹⁾ This number is used to identify employees and to tax their salaries. Primarily it is used for U.S. and NY State income taxes, social security tax. Please note that the Social Security Administration (SSA) will not issue an SSN for the purpose of opening a bank account, or obtaining driver's license, or telephone. SSN's are issued only for the purpose of employment. **For international students to be eligible for an SSN you must:**

- Step 1: **Attend** an On-Campus Employment Seminar.
Step 2: **You must be** employed or have promise of employment to continue.
Step 3: **Ask** your campus employer to do the following.

To the ON-CAMPUS EMPLOYER – Follow these steps:

(a) Fill in the **Certification of F-1 and J-1 Student On-Campus Employment for Social Security Number Application**. You can only do this on line at this webpage: http://international.syr.edu/social_security.htm. (b) *After completion print the form on your departmental letterhead and* (c) *give the form to the student*. The student will bring the form to the Slutzker Center for our signature.

Step 4: **Start** your I-9 form process (2nd floor Slutzker Center).

Bring the original AND two copies of:

- ✓ Your valid **passport (include expiration page) and visa** ✓ **Form I-94** (small white card in your passport)
- ✓ **F-1 students:** Form I-20 **or J-1 students:** Form DS-2019
- ✓ Social Security card – if you have one
- ✓ *Also bring the original document: Academic Department Employment Certification (no copies required) ⁽²⁾*

Step 5: **Register** for classes.

Fall 2006 Registration date for new graduate students = August 25, 2006.

Fall 2006 Registration date for new undergraduate students = August 26 and 27, 2006.

Step 6: **Complete** your I-9 form process (2nd floor Slutzker Center).

This step must be accomplished prior to your on-campus employment start date in order to receive a check.

Bring the following with you:

- ✓ Proof of course registration

Step 7: **Pick up** your Academic Department Employment Certification: *Before you can go to the SSA office, you must have (a) entered the U.S. more than 10 days ago and (b) have your registration for classes certified in SEVIS more than 48 hours ago. The Slutzker Center makes the SEVIS certification. You will be informed on what date you can pick up your Employer Certification verified and signed by the Slutzker Center.*

Step 8: **SSN APPLICATION:** **Apply** for an SSN at the SSA office after your employer certification is returned to you by the Slutzker Center. The SSA is located on the 4th Floor of the **Federal Building** at 100 S. Clinton Street in downtown Syracuse. See map on reverse side. Take the ORIGINAL documents listed above in Step 4 with you.

Step 9: **You MUST Bring** to the Slutzker Center TWO copies of your SSN Application RECEIPT.

Step 10: **Receive** your SSN card by mail. **Make** two copies of your card. Take a copy to:

- Payroll Office, Skytop Office Building **or** 121 Bowne Hall
- Slutzker Center for International Services, 310 Walnut Place

⁽¹⁾ (a) Employment **is not** allowed for spouses on F2 visas, therefore, an SSN cannot be issued for F2 visa status. (b) J-2's only qualify for an SSN after they have been granted work authorization from the Immigration Service.

⁽²⁾ (a) To qualify to receive Slutzker Center SEVIS Certification, you must have registered for your academic classes. In other words you must be a registered full-time student at Syracuse University or SUNY- ESF. Or (b) As a researcher you have completed the check-in formalities with the Slutzker Center, your department, and other offices as necessary.