



The SSN is a nine-digit number the Social Security Administration (SSA) issues to United States (US) citizens, permanent residents, and noncitizens (i.e., F-1 students) eligible to work in the US. If you have not been offered employment, you cannot be issued one.

## HOW TO APPLY FOR THE SSN

Ensure the information entered on your SSN application matches what you provided to your P/DSO (e.g., name spelling, birth date, address, etc.); any information that differs will prevent the SSA from verifying your immigration status and issuing the SSN. If this occurs, please contact ISS for assistance.

1. **Complete the Form [SS-5, Application for a Social Security Card](#).**
  - o Keep a copy of your online application and confirmation page to take to your in-person SSA appointment.
  - o If you have technical issues with the online form, you may print the paper Form SS-5 [here](#).
2. **Contact the SSA Office closest to your address and schedule your SSN appointment:**
  - o [Social Security Office Locator](#)
  - o **Phone:** 1-877-604-9387 or 1-800-772-1213 or **TTY:** 1-800-325-0778
3. **Gather all required documents to take to your in-person appointment:**
  - o **Valid Passport** (must be valid for at least 6 months in the future and have your F-1 admission stamp)
  - o **Current Form I-20** (with valid student and P/DSO signatures)
  - o **Printout of your [Form I-94](#)**
  - o **[F-1 SSA On-Campus Employment Letter](#)** (must be the original document with physical signatures)

## HUMAN RESOURCES ONBOARDING TASKS

1. **After your SSA appointment they will issue you a receipt to confirm you have applied for the SSN.**
  - a. Bring this receipt to the Administrative Assistant in the Registrar's Office (IST 2052) to confirm you have applied.
  - b. Once you receive the actual SSN card in the mail, bring the physical signed card to the Administrative Assistant in the Registrar's Office, so they may copy and notify HR.
2. HR will send a link to your university e-mail account directing you to create an account and log into [Workday](#) to complete onboarding tasks **to be cleared to work**. These tasks will include (*but not limited to*):
  - a. [Eligibility Check](#): Ensures eligibility to work legally and meet enrollment/academic criteria.
  - b. [Background Check](#): Required to investigate a candidate's background and validate information provided.
  - c. [I-9 Verification Process](#): For US employment authorization and identification purposes; requires copies of your SSN Card, Form I-94, and Passport.
  - d. Setting up Direct Deposit.
  - e. Create a record in [GLACIER](#) (online tax compliance system for nonimmigrant and tax data). It is important to complete this process and not to confuse it HR onboarding.
    - i. View the [Glacier Tax Compliance Guide](#) to assist with understanding this requirement and to obtain the steps to assist with creating a record.