INTERNATIONAL STUDENTS

Social Security Number Request

In order to apply for a Social Security Number you will need to:

- ❑ Secure employment
- ❑ Wait at least two weeks from the date on your I-94 card to apply and after the first week of classes if you are a new international student
- ❑ Obtain the Employment Verification Letter from the Office of International Affairs
- ❑ Have your employer complete Section 1 of the Employment Verification Letter
- ❑ Come to the Office of International Affairs during scheduled advising hours with Section 1 of your Employment Verification Letter completed. Once you have done so, an Immigration Coordinator will complete the form by signing Section 2.

The Social Security Administration requires the following items in order to apply for a Social Security Number:

- ❑ Passport
- ❑ Form I-94 (small white card in passport)
- ❑ Form I-20 or DS-2019
- ❑ Complete Employment Verification Letter
- ❑ Complete Form SS5, which is available at the Social Security Administration or can be downloaded at ssa.gov/online/ss-5.pdf

The Social Security Administration is located at 200 N. High Street in the Federal Building. If you do not have a car or someone to drive you, take the #2 COTA bus South on High Street. Ask the bus driver to let you off at the nearest bus stop. Visit ssa.gov for the most up to date business hours.

Once you receive your Social Security Number by mail you must:

- ❑ Go in person with your Social Security card to the Student Service Center located at 281 W. Lane Avenue to update your Social Security number in the SIS.
- ❑ Provide a copy of your Social Security card to the Office of the Controller located in Blankenship Hall, 2nd Floor, 901 Woody Hayes Drive, Columbus, Ohio 43210.
- ❑ Provide a copy of the card to the Human Resources Officer for the department with which you are working at Ohio State.

Identity Theft and Your Social Security Number
Be careful with your Social Security card and number. Show your card to your employer when you start a job so your records are correct. Provide your Social Security number to your financial institution(s) for tax reporting purposes. Keep your card and any other document that shows your Social Security number on it in a safe place. DO NOT routinely carry your card or other documents that display your number. For more information, visit socialsecurity.gov/pubs/10064.html.

Tax Information

Each year, the United States Internal Revenue Service (IRS) requires that all workers file a tax return which is due on April 15 of the following year. As a nonresident alien, you are also required to file a tax return, which is sometimes called Form 1040NR or Form 1040NR-EZ. As an employee of The Ohio State University, you will complete your tax return through the Glacier web site.

Form 1042-S

In order to complete your tax return, you will need some basic information about your employer, as well as detailed information about how your income over the past year. As a nonresident alien, you will receive this information through Form 1042-S; U.S. citizens receive this information through Form W-2.

Ohio State is required to furnish your yearly 1042-S by March 15 of the following year. You may elect to receive your 1042-S online through Glacier. Otherwise, you will receive a copy of Form 1042-S by U.S. Mail.

Some nonresident aliens may receive both a W-2 and a 1042-S. If this applies to you, then you may refer to W2 Online for instructions on how you can access your W-2 through the ePayroll system.

Glacier

As a foreign national, you may already know how daunting understanding your tax obligations can be. That's why the university has provided you with a program called Glacier.

Glacier is a web-based computer program that provides a "beginning to end" tax compliance solution. Once the university determines that you are a nonresident alien, you will receive an email to your osu.edu email address directing you to the Glacier website (online-tax.net) with a password for entry. After asking a few simple questions, the Glacier program will guide you through the tax filing process.

Glacier does the following:
- Makes tax residency, withholding and income tax treaty determinations
- Manages all paperwork
- Maintains data
- Provides you with next steps
- Prepares reporting statements to be mailed to the IRS

If you are a nonresident alien and you have not received Glacier information, please contact the Tax Office at taxoffice@hr.osu.edu. Additional resources can by found at hr.osu.edu/payroll/tax.

Office of International Affairs

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Fax (614) 292-4725
E-mail iss@oia.osu.edu
www.oia.osu.edu

Manager
Social Security Administration
Federal Building
200 North High Street
Columbus, OH 43215

Employment Verification Letter

Section 1: To Be Completed By the Student's Employer (Please Print)

Student's Name as Stated in Passport: _____

Student's University ID Number: _____

Place of Employment: _____

Employment Identification Number (EIN): _____
<div style="text-align:center">For Employers Other Than The Ohio State University</div>

Employment Identification Number for The Ohio State University: 31-6025986

Nature of Student's Job: _____
<div style="text-align:center">(Such as food preparer, library aide, research assistant, etc.)</div>

Employment Start Date (mm/dd/yyyy): ____/____/_____ Number of Hours per Week: _____

As the student's employer, I verify that the above stated employment information is accurate.

Printed Name and Title of Employer: _____

Office Phone: _____ Email: _____

Signature of Employer: _____ Date (mm/dd/yyyy): ____/____/_____

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet is available online at socialsecurity.gov/employer/hiring.htm.

Section 2: To Be Completed By the Office of International Affairs

I certify that the above named student is enrolled as a full time student at The Ohio State University.

Printed Name of Immigration Coordinator: _____

Signature: _____ Date (mm/dd/yyyy): ____/____/_____