# How To Obtain A Social Security Number

Students in F-1 Status

- To apply for Social Security, you must be employed first (whether employed by Ohio University or otherwise).
- If you wish to work on-campus, go to **ohiouniversityjobs.com** and search for **Student Employmen**t. You should be able to apply for jobs there.
- Once you have obtained a job, go to ISFS and request a F-1 Social Security form letter.
  - Take the form letter to your supervisor. Ask them to photocopy the form letter onto their department letterhead (stationary) and fill out the top portion on your behalf.
- Bring the completed form letter, with a copy of your class schedule back to ISFS, where we will certify the information.
  - **Please note that you must be registered as a full-time student at Ohio University before we can certify your letter and issue you an approval letter.** (If you are a new student, you will register for classes after Orientation; therefore you will not be able to apply for a Social Security Number until after Orientation.)
  - **To print a copy of your class schedule,** go to your MyOhio Portal, then to My Schedule, then click "LIST VIEW". At the bottom right of the webpage, there is an icon that says "printer friendly version". Click on this and then print out your schedule.
- Once a DSO/international student advisor has certified the information you have provided, you can take the approval letter from ISFS, your passport, I-94, and I-20 to the Social Security Office (next to the Goodwill Store and Monroe Muffler) at 743 East State Street, Athens to apply for a SSN.
- Once you have applied for a Social Security Number, ask for a receipt for your Social Security Number application.
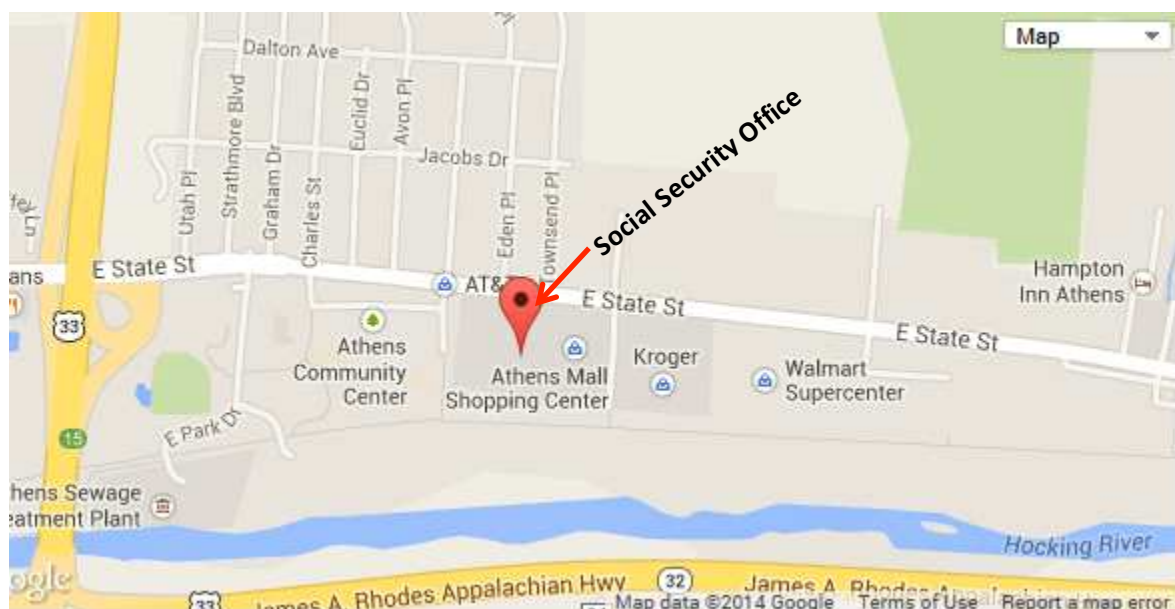
PID_____

Date: _____

To Whom It May Concern:

This is evidence of on-campus employment for the following F-1 student at Ohio University:

Name of Student: _____
             (Full name, exactly as it appears in passport)

Name of the On-Campus Employer: _____
                         (e.g. library, dining hall, computer lab, etc.)

Nature of Student's Job: _____
                  (e.g. teaching assistant, cashier, tutor, etc.)

Start Date of Student's Job: _____
                      (Anticipated or actual employment start date)

Number of Hours that the student will work each week: _____

Employer Identification Number (EIN): _____

Employer Telephone Number: _____

Name of Student's Immediate Supervisor: _____

Employer Signature: _____

Signatory's Title: _____

ISFS Certification:

The above student is enrolled full time at Ohio University.

DSO Signature: _____

Printed Name of DSO: _____

Telephone Number: _____

Date: _____