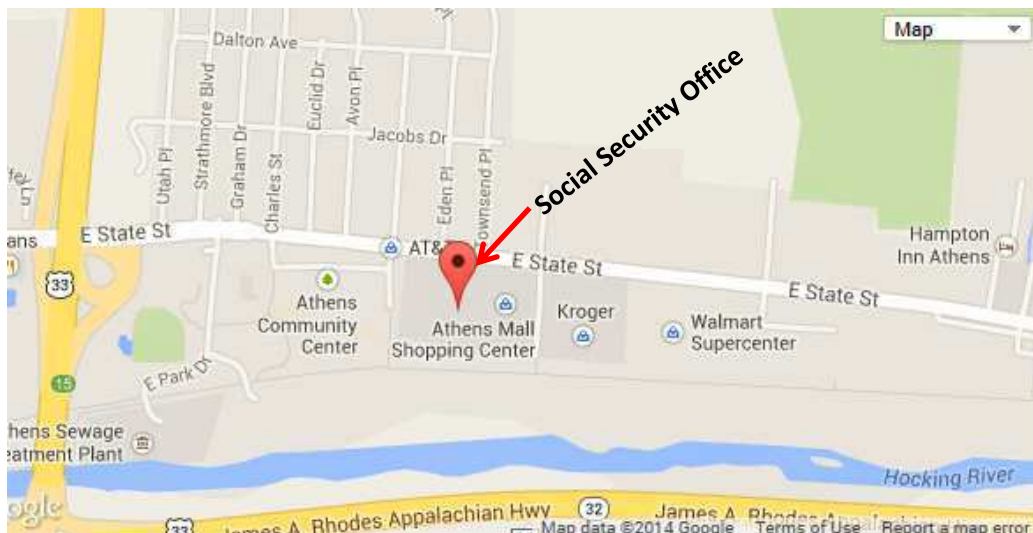


# How To Obtain A Social Security Number

## Students in J-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 Employment**. You should be able to apply for jobs there.
- Once you have obtained a job, go to ISFS and request a J-1 Social Security form letter and make an appointment with an ARO/international student advisor.
  - 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 for your appointment. The ARO/international student advisor will complete another letter for you to take to Social Security on your behalf.
  - **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 an ARO/international student advisor has certified the information you have provided and provided you with the approval letter and a new DS-2019, you can take the letter from ISFS, your passport, I-94, and DS-2019 to the Social Security Office at 743 East State Street (next to the Goodwill Store and Monroe Muffler), 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/J-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: \_\_\_\_\_

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**ISFS Certification:**

**The above student is enrolled full time at Ohio University.**

**DSO Signature:** \_\_\_\_\_

**Printed Name of DSO:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_