



Do I Need a Social Security Number (SSN)?

Many offices will ask for your social security number. In fact, there are services in the community, such as cell phone contracts, which will not be extended to you unless you provide a Social Security Number. Although a SSN is helpful, it is **not required** for international students unless you have obtained on-campus employment. Once you have obtained a SSN, it will remain the same for the rest of your life.

How Do I Get a Social Security Number?

1. After you have found a position or have been offered a job on campus, make an appointment to see the Director of International Affairs & Studies.
2. Before meeting the Director, read the following two online documents for more information about Social Security Numbers.
 - [International Students And Social Security Numbers](#)
 - [Get a New or Replacement Card](#).
3. At the meeting with the Director, make plans to obtain a letter from each of the following:
 - Your supervisor/employer – must state position, number of hours/week, salary, start date, and name of supervisor
 - Business Office
 - Director of International Affairs & Studies
4. [Download the SSN application form \(PDF\)](#), print it, fill-in whatever you can, and bring it with you to your advising appointment.
5. Take your completed SSN application and the letters from Number 3 (above) to the Social Security Administration in Findlay, Ohio at 1720 E. Melrose Avenue.

Don't lose the card with your SSN on it!

Memorize your number and then store it in a safe place. Do not carry your Social Security Card with you and definitely do not carry it together with a picture identification card.