

SOCIAL SECURITY NUMBER

FOR INTERNATIONAL STUDENTS

WHO'S ELIGIBLE FOR A SOCIAL SECURITY NUMBER?

International students with **F-1 or J-1 visas** may be eligible if they:

- Have been offered a job or internship in the U.S.
- Possess the necessary work authorization

*Additional information available [here](#).

F-1 STUDENTS

May qualify through:

- On-campus employment
- Curricular Practical Training (CPT)
- Optional Practical Training (OPT)

J-1 STUDENTS

May qualify with:

- Employment authorization from their program sponsor

WHAT DOCUMENTS DO I NEED?

DOCUMENT

CHECKLIST

COMPLETED SS-5 FORM:

This is the application form for a Social Security card, available [online](#) or at the SSA office.

VALID PASSPORT:

An unexpired passport and the relevant visa.

I-20 OR DS-2019:

Continued Attendance I-20 (for F-1 students) or DS-2019 (for J-1 students)

I-94 ARRIVAL/DEPARTURE RECORD:

Your I-94 can be accessed [online](#) and should be printed.

SUPPLEMENTAL QUESTIONS:

You may access the questionnaire [online](#).

ONE OF THE FOLLOWING (as applicable):

F-1 (ON-CAMPUS)

- Job Offer Form (completed and signed by hiring department & International Services)

F-1 (CPT & OPT)

- Employer Offer Letter
- International Services Letter
- EAD (OPT only)

J-1 (STUDENT)

- Employer Letter
- Authorization Letter from sponsor

HOW DO I APPLY FOR A SOCIAL SECURITY NUMBER?

- **SCHEDULE AN APPOINTMENT:** Some SS offices allow appointments, while others may require walk-ins.
- **WAIT FOR PROCESSING:** It can take a few weeks to receive your SSN card after your application is processed.

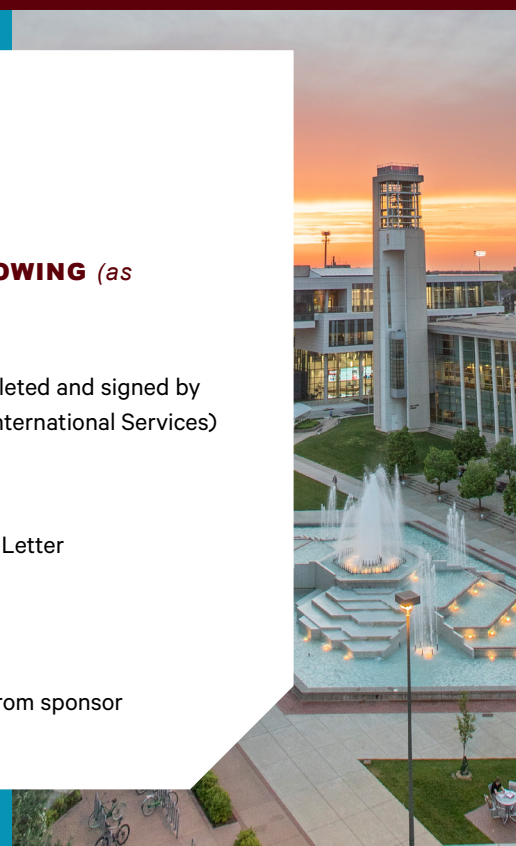
SPRINGFIELD, MO SOCIAL SECURITY OFFICE

*Walk-in appointments subject to availability. **Calling ahead** for appointment availability is recommended

Phone Number:
(877) 850-7824

Address:
1570 W Battlefield Rd, Suite 100
Springfield, MO 65807

Hours of Operation:
Monday – Friday: 9 AM – 4 PM
Saturday – Sunday: Closed



NEXT STEPS FOR EMPLOYMENT

ONCE YOU'VE RECEIVED YOUR SS CARD

ON CAMPUS EMPLOYMENT

Visit [this website](#), click **Foreign National Payroll Procedures**, then select **International Student and GA Procedures**.

Email InternationalPayroll@MissouriState.edu or call (417) 836-3395 to make an appointment.

CHARTWELLS EMPLOYMENT

Go directly to the Chartwells office to complete your employment paperwork instead of International Payroll.

IMPORTANT CONSIDERATIONS

- **WHEN TO START WORK:** Per university policy, you must wait until you receive your Social Security card and complete your employment paperwork with [International Payroll](#).
- **PROTECTING YOUR SSN:** Memorize your Social Security Number. Do not share your number with anyone. Your number is used to keep records of your earnings, tax information, credit cards, bank accounts, etc. Do not carry your SSN card in your wallet or purse. If you lose your card, you'll need to reapply for a new card through the Social Security Administration.
- **ORIGINAL DOCUMENTS:** The SSA requires original documents, not copies.
- **TIMING:** You can apply for a SSN no earlier than 10 days after your initial arrival in the US and no more than 30 days before your employment start date.
- **UNEXPIRED DOCUMENTS:** All immigration documents and work authorization must be valid.

PLEASE NOTE: Dependents of F-1 students (F-2 visa holders) are **not** eligible to work or apply for an SSN.



OFFICE OF INTERNATIONAL SERVICES

Address:
301 S Jefferson Avenue
Springfield, MO 65806

Hours of Operation:
Monday – Friday: 8 AM – 5 PM
Saturday – Sunday: Closed

Website:
International.MissouriState.edu/Services
Email:
InternationalServices@MissouriState.edu

Phone Number:
(417) 836-6618