

## Information for Applying for Social Security Number

Social Security Administration  
1570 W Battlefield Rd, Suite 100  
Springfield, MO 65807  
Phone number: (877) 850-7824

### Hours of Operation:

Monday: 9 AM – 4 PM  
Tuesday: 9 AM – 4 PM  
Wednesday: 9 AM – 4 PM  
Thursday: 9 AM – 4 PM  
Friday: 9 AM – 4 PM  
Saturday: Closed  
Sunday: Closed

What Documents to take with you to the Social Security Office:

[Job Offer Form](#) (your hiring department must complete this form and send it to the IS office for our approval) Once approved we will notify you to pick the document up for you to take to the SSO)

[Application for Social Security Card](#)

[Supplement Questions for Social Security Card](#)

Passport

I-20

[I-94](#) (choose “Get Most Recent I-94)

Per University policy, you **cannot work** until you receive your Social Security Card and have completed your employment paperwork with the International Payroll office in the Jim D. Morris Center, room 507(301 S Jefferson Ave).

After receiving your Social Security Card, please go to the following website

<https://www.missouristate.edu/FinancialServices/foreignnationals.htm>

Choose the link **Foreign National Payroll Procedures** then choose **International Student and GA Procedures**

If you will be working for **Chartwell’s**, go to their office instead of Payroll to complete your paperwork.

Please try to 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** keep your social security card in your wallet or purse. If your wallet or purse gets lost or stolen, someone has access to all kinds of your personal information.

If you lose your card, it will be necessary for you to reapply for a new card.

Contact the International Services office with questions at 417-836-6618.