

## Social Security Number (SSN) Application Procedures for Newly Hired International Students

The first-time international students are offered an employment position on-campus, they are REQUIRED to begin the SSN application process.

- First, students should visit the International Affairs SSN Webpage and review the steps. <https://www.siu.edu/isss/employment/social-security-number.shtml>
- Next, they should download & print the required documents from the SSN webpage: SIUE Job Offer Form & SSN Form
- The student will complete the SSN Form and the top section of the SIUE Job Offer Form, the Employer will complete the bottom section. (The DSO Signature line will remain blank)
- The Student will upload the following documents to the International Affairs office using the 'SSN Document Request' (Step 2 on the website): **SIUE Job Offer Form, SSN Form, I-94**
  - Students may start working after uploading the documents listed above.
- International Affairs will review the documents, sign the SIUE Job Offer Form, then send the student an email with the signed job offer form and a reminder of the next steps.
- Students will then complete a short online application for the Social Security Office, (SSA Application). Upon completion of this application, students will receive a reference number.
- After receiving the reference number, students have 45 days to visit the SSA office in Alton and complete the process. Students DO NOT need to schedule an appointment if they have a reference number. But, they must present the reference number when they arrive.
- Before attending the SSA office in Alton, make sure to have the following PHYSICAL documents: **I-20, I-94, Passport, Visa, SSN Form, and SIUE Job Offer Form (Signed by DSO)**
- At the end of the visit, the student will be given a notice stating that their SSN card should arrive at the International Affairs office within 2-4 weeks.

**NOTE:** International Affairs will notify students via SIUE email whenever their SSN card arrives. If a student's card does not arrive within 4 weeks of their visit at the SSA office, please inform the International Affairs office so they can begin an inquiry on behalf of the student.

For additional information, visit the SSN Webpage:

<https://www.siu.edu/isss/employment/social-security-number.shtml>