

## **Social Security Number (SSN) Application Instructions For International Students, Scholars and Visitors**

A social security number is a *requirement* for all persons who work and receive pay in the U.S. You apply for the Social Security Number (SSN) *in person* at a local Social Security office. After submitting your application, be sure to obtain a receipt to prove that you have applied. You should receive the SSN card within one to two months.

You will need to speak with Nina Campellone in Human Resources in order to use the receipt from Social Security to begin receiving payments from Temple. Once you receive the actual Social Security card you will need to contact Nina again so that she can change the temporary SS# to your actual Social Security number.

If you do not receive the card within 60 days, return to the Social Security office to inquire or call the toll-free (800) phone number below. Do NOT apply for a second card; you should have only one SSN in your lifetime. If you continue to experience difficulties obtaining the card, contact OIS.

Although the SSN will be requested during many daily activities such as banking, utilities, phones, etc., it is only *required* for employment. For purposes other than employment, ask the service provider about acceptable alternative ID numbers.

Your SSN has 9 digits – the same as a Student ID number, but it is a different number. When you are asked for these numbers, be clear about which one is needed. The Student ID Number generally is valid only at TU.

### **THE APPLICATION PROCESS AND MATERIALS**

International persons apply *in person* at the nearest Social Security office. *It is recommended that international applicants wait 10 days after their arrival to the U.S. and complete an immigration check-in with OIS before applying for the SSN.* Take your original immigration documents such as your passport, I-94 card, DS-2019 or H-1B Approval Notice plus the OIS verification letter. With the exception of the Social Security Card Application (SS-5), all other documents will be examined and returned immediately to you.

### **Social Security Administration**

**Telephone Service: 7 a.m. to 7 p.m. 1-800-772-1213 (national number)**

**SS-5 forms also available at: [www.ssa.gov](http://www.ssa.gov)**

**There is a Social Security Administration office located at 1514 W. Cecil B. Moore Avenue. They are open from 9 AM to 4 PM Monday through Friday. You do not need an appointment – please just walk in.**