



Office of International Student Services  
Center for International Studies  
261 MSC  
One University Boulevard, (MC 221)  
St. Louis, Missouri 63121  
USA  
Telephone 314.516.5229  
Fax 314.516.5636  
Email iss@umsl.edu

## How to Apply for a Social Security Number

1. You will need to wait 10 days after you arrive in the U.S. before you can apply for a Social Security Number (SSN). You must also be enrolled as a full time student and have an offer of employment to be eligible for this letter.
2. Fill out the attached Social Security Letter Request; be sure to include all information, especially your place of employment. Turn this in to the Office of International Student and Scholar Services. You can pick up the letter approximately 3 days after you drop off the form.
3. You will also need to obtain a letter from your place of employment describing where you will work and what you will do. The letter should be on letterhead of your prospective department. This letter must accompany your request for a letter from our office. A sample letter is attached.
4. Fill out the SS-5, Application for Social Security Number. This application is available from our office or at the Social Security Administration (SSA) office itself. If you do not have a permanent address, you can use our office address:  
Office of International Student & Scholar Services  
One University Boulevard  
261 Millennium Student Center (MC 221)  
St. Louis, MO 63121-4499
5. Directions to a Social Security office that can be reached via Metrolink are attached. When you file your application, be sure to get a receipt from the SSA.
6. It will take approximately 4 weeks for the SSA to process your application. If you used the ISSS office address, we will send you an email when your card arrives. If it has been more than 4 weeks since you applied, you should visit or call the office where you applied to check on the status of your request.

## GETTING TO THE SOCIAL SECURITY OFFICE

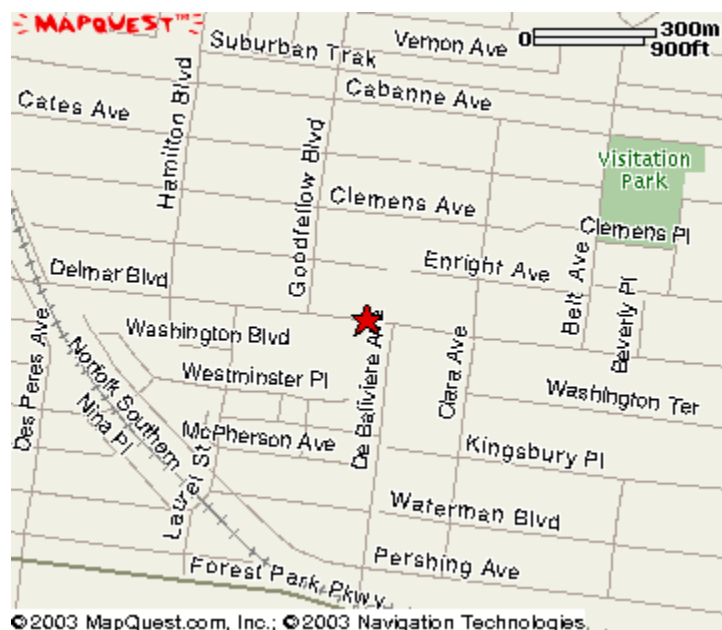
Address: 5669 Delmar Boulevard  
Saint Louis, MO 63112

Hours: 9:00am to 4:00pm, Monday through Friday.

Description: On Delmar between DeBaliviere and Goodfellow, close to the corner of Delmar and DeBaliviere, next to the People's Comprehensive Health Center.

Getting There: The office is approximately 5 blocks north of the "Forest Park" MetroLink stop. Take the MetroLink from either the north or south campus stop west towards Illinois (usually towards "Shiloh-Scott"). The "Forest Park" stop is after the "Delmar" stop and before the "Central West End" stop. After exiting the MetroLink station, head north (away from Forest Park) on DeBaliviere. After approximately 5 blocks, DeBaliviere will meet Delmar. The office is just east of this intersection on the north side of Delmar.

Map:



## Social Security Letter Request

Please fill out the following form if you are in F-1 or J-1 status and are requesting UMSL to write a letter to the Social Security Administration (SSA) verifying that you are eligible for employment.

### Personal Information

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Your Name: \_\_\_\_\_ , \_\_\_\_\_  
Family/Last Name Given/First Name(s)

Student Number: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Your Visa Status: F-1 J-1  
please print clearly circle one

Current Local Address: \_\_\_\_\_

Your Degree Program/Major: \_\_\_\_\_

Current Level: Bachelor's Master's Graduate Certificate PhD OD  
circle one

Currently on OPT? yes no Date of your "first" entry to the United States: \_\_\_\_\_  
circle one mm/dd/yyyy

### Employment Information

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Job title/description: \_\_\_\_\_  
(e.g., language lab tutor, cashier in bookstore, etc.)

Start date: \_\_\_\_\_ Number of hours you expect to work per week: \_\_\_\_\_  
mm/dd/yyyy

Department for which you will work: \_\_\_\_\_

Name of your supervisor: \_\_\_\_\_ His/her phone number: \_\_\_\_\_

### For Office Use Only

Periods of RCL? \_\_\_\_\_ Hold(s)? \_\_\_\_\_

Date completed: \_\_\_\_\_ Signature: \_\_\_\_\_

## Example Letter from Employer

### \*DEPARTMENT LETTERHEAD\*

Date

Social Security Administration  
St. Louis, MO

To Whom It May Concern:

\_\_\_\_\_ (*Student's Name*) is a currently enrolled student at the University of Missouri-St. Louis and is employed by \_\_\_\_\_ (*Department Name*) as \_\_\_\_\_ (*job title*).

His/her duties include \_\_\_\_\_.

If any further information is needed please contact the undersigned at 314-516-\_\_\_\_\_, and/or (*supervisor's name*) at 314-516-\_\_\_\_\_.

Thank you,

*Signature*

Title