

How to Apply for a Social Security Number

1. You will need to wait until your SEVIS record is active 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 form electronically. Be sure to include all information, especially your place of employment.

Download [Adobe Acrobat Reader DC](#) (free version) and complete form by using the pen function in the toolbar. The “IAb” button will allow you to type in the space provided and the “Sign Yourself” button will allow you to provide the necessary electronic signatures. The X and ✓ will allow you to mark appropriate boxes. Please download the form to your desktop and “open with” Adobe Acrobat Reader DC. Opening in a web browser extension does not allow for the functionality to complete the form electronically.



3. Email the completed form to **Jim Webb** webbjj@umsl.edu You can pick up the original letter approximately 3 days after you submit your form electronically from UMSL Global Office (362 SSB).
4. 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 UMSL Global. A sample letter is included as part of this packet.
5. Fill out the SS-5, Application for Social Security Number. This application is [available here](#) or at the Social Security Administration (SSA) office itself. If you do not have a permanent address, you can use our office address:
UMSL Global
1 University Blvd
362 Social Sciences & Business Bldg. (362 SSB)
St. Louis, MO 63121-4499
6. When filling out the Form SS-5 be sure to:
 - a. Check the box **‘Legal Alien allowed to work’** in section number five;
 - b. Leave number 9B and number 10B blank if your parents do not have social security numbers;
 - c. Check the box ‘Self’ in number 18.
7. Directions to a Social Security office that can be reached via Metrolink are attached. Take the following items with you:
 - a. Completed Form SS-5
 - b. Passport
 - c. I-20 or DS-2019
 - d. I-94 card
 - e. Status Letter from ISSS (UMSL Global)
 - f. Employment Letter (letter from employer confirming you have employment)
 - g. Proof of Off-Campus work authorization (if you are on CPT, OPT or Academic Training)
8. When you file your application, **be sure to get a receipt** from the SSA.
9. It will take approximately 2-4 weeks for the SSA to process your application. If you used the UMSL Global office address, you will be notified by 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.

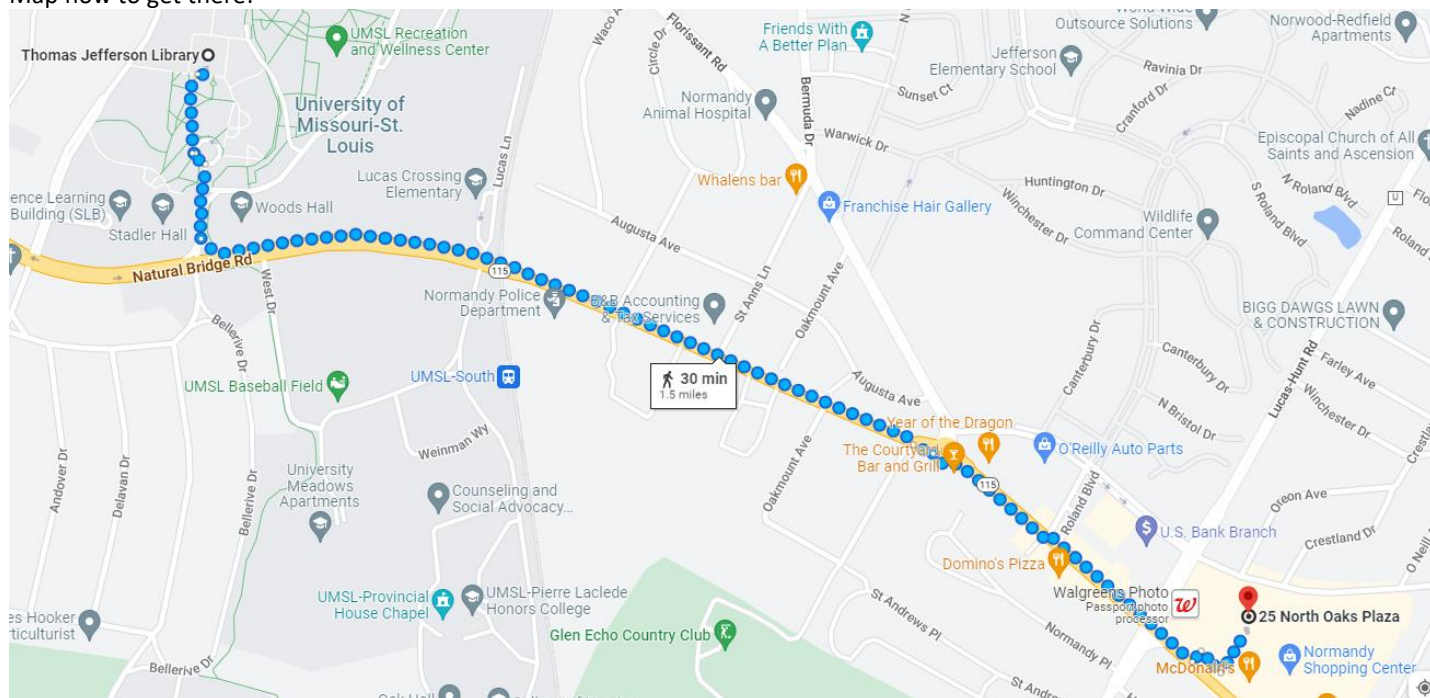
Getting to the Social Security Office

Address: 25 N Oaks Plaza
Normandy, MO 63121

Phone: (800) 772-1213

Hours: 9:00 AM to 4:00 PM, Monday - Friday.
Closed on Saturday & Sunday

Map how to get there:



This is the easiest location to reach close to UMSL Campus. To look up SSA offices that may be a closer driving distance to your location, check their website (<http://www.ssa.gov/>) and click on the 'Find a Social Security Office' link in the left menu.

Social Security Letter Request

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

Personal Information

Today's Date: _____
(mm/dd/yyyy)

Name: _____ Student Number: _____
Family/Last Name Given/First Name(s)

Email: _____ Phone Number: _____

Your Local Address: _____

Visa Status: F-1 J-1 Current Program Level: Undergraduate Graduate Doctoral Scholar

Degree Program/Major: _____ Current Enrollment: _____
(number of credit hours you are taking)

Expected Program Completion Date: _____ I-20 /DS-2019 Program End Date: _____
(When are you on track to graduate? (MM/DD/YYYY) (MM/DD/YYYY)

Are you currently on a period of post-completion work authorization? Yes No (If 'yes' mark the appropriate box below)

Optional Practical Training OPT or STEM Extension OPT (F-1 students) Academic Training AT (J-1 students)

Employment Information

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: _____

If your offer of employment is from an off-campus employer and is for CPT, OPT or Academic Training, complete these two lines.

Employer's Name (if off-campus): _____

Employer's Address (if off-campus): _____

Name of your supervisor: _____

Supervisor's phone number: _____ Supervisor's Email: _____

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 _____.

His/her employment start date is (DD/MM/YYYY) . He/She will work approximately _____ hours per week.

The University of Missouri's EIN is 43-6003859.

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