

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 your name and date of birth, sign and date on the attached Student Social Security Letter Request. **If working for UMSL**, your supervisor must complete the Departmental Certification of the Position. **If working off-campus or on-campus for an employer other than UMSL**, you will also need to obtain a letter from your place of employment. This letter should be on your employer's letterhead and must accompany your request for a status letter. A sample letter is attached. Turn the completed status letter request (and employer letter if not working for UMSL) 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. 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:
UMSL Global
One University Boulevard
362 Millennium Student Center (MC 221)
St. Louis, MO 63121-4499
4. 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.
5. 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
 - f. Employment Letter (only if not working for UMSL)
 - g. Proof of Off-Campus work authorization (if you are on CPT, OPT or Academic Training)
6. When you file your application, **be sure to get a receipt** from the SSA.
7. It will take approximately 2-4 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

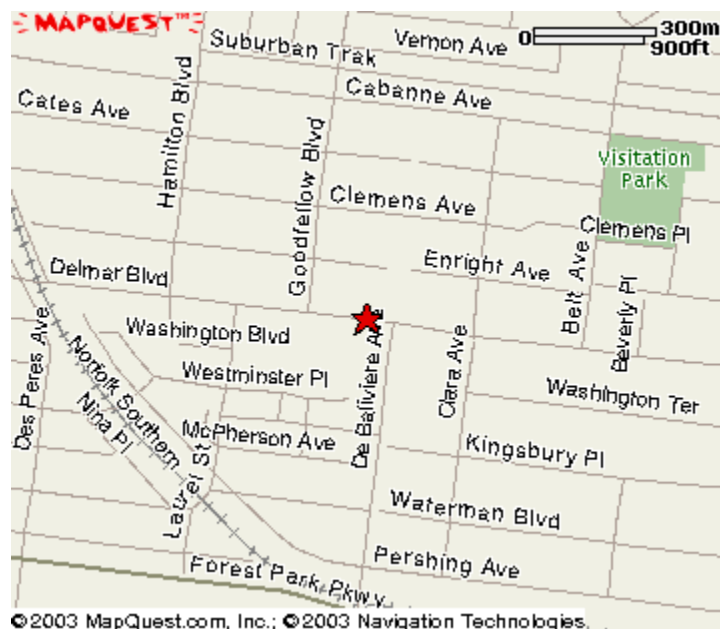
Address: 5669 Delmar Boulevard
Saint Louis, MO 63112

Hours: 9:00am to 4:00pm, Monday, Tuesday, Thursday, and Friday.
9:00am to 12:00pm Wednesday. Call 1-888-810-7291 for appointment.

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:



This is the easiest location to reach using public transportation. 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.

Student Social Security Status Letter

INSTRUCTIONS: This form must first be signed by the hiring department supervisor and then by UMSL Global. In order to apply for the Social Security Card, this form should be submitted to the Social Security Administration along with the Passport, I-20 (or DS-2019) and I-94 available online at: <https://i94.cbp.dhs.gov>.

STUDENT INFORMATION

Student Name _____ Date of Birth _____
First name Last name

Student Signature _____ Date _____

DEPARTMENTAL CERTIFICATION OF THE POSITION

Department Name _____

Job Title: _____

List of responsibilities for the student listed above _____

Position Start Date: ____/____/____

I certify that this student is being paid: Bi-weekly Monthly Stipend/Fellowship

Supervisor Name _____ Phone or E-Mail _____
First name Last name

Supervisor Signature _____ Date _____

UMSL GLOBAL CERTIFICATION OF F-1 OR J-1 STUDENT STATUS

This is to certify that _____ is an ____ international student attending The University of Missouri St. Louis and is eligible to work on-campus up to 20 hours per week during the Fall and Spring semesters and full-time during our winter and summer breaks.

Advisor Name _____ Phone or E-Mail _____
First name Last name

Advisor Signature _____ Date _____



IMPORTANT: This form requires a minimum of 3 business days for processing after you have submitted it to UMSL Global in SSB 362!

NOTE:
Pursuant to federal regulations 8 CFR 214.2 (f)(9)(i), F-1 and 22 CFR 62.23(g)(1)(i)-(ii), J-1 international students at UMSL are eligible to work on-campus

EXAMPLE OF EMPLOYER LETTER

EMPLOYER 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 _____ (*Employer Name*) as _____ (*job title*).

His/her duties include _____.

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

If any further information is needed please contact the undersigned at _____ and/or (*supervisor's name*) at _____.

Thank you,

Signature
Title