

SOCIAL SECURITY NUMBER

Social Security Number is a unique taxpayer identification number issued by the Social Security Administration (SSA) to individuals who are authorized for employment in the United States. If you have ever been issued a Social Security number before, you do not need to apply for one again. This number will be yours for life. In order to obtain a Social Security number, you must visit one of the local social security offices.

Graduate School of Biomedical Sciences (GSBS) Students Only: Please note that if you are a first-year student in GSBS, you are not eligible to apply for a SSN. However, you are required to obtain an ITIN for Federal tax purposes. (See "INDIVIDUAL TAXPAYER IDENTIFICATION NUMBERS").

HOW TO APPLY FOR A SOCIAL SECURITY NUMBER (SSN)

Eligible F-1 Students:

1. Obtain an offer of employment from an RBHS department. The letter must be printed on departmental letterhead and must be signed by the employee's supervisor.
2. Obtain a letter from a Designated School Official at the OIS verifying employment eligibility.
3. Complete form SS-5.
4. Items 1 through 3 must then be presented at your local SSA office together with:
 - A valid passport
 - A valid form I-20
 - A valid I-94 card

F-1 students authorized for **Curricular Practical Training** must submit Form I-20 with the employment page (page 3) completed and signed by an OIS Designated School Official, together with items 3 and 4.

F-1 students authorized for **Optional Practical Training** must submit a valid Employment Authorization Document (EAD) issued by the Department of Homeland Security, together with items 3 and 4.

All F-1 students must wait a minimum of 10 days from the date they enter the U.S. before applying for a social security card. Failure follow this guideline will result in a delay in obtaining the SSN.

Eligible J-1 Students:

1. Obtain an offer of employment. The letter must be printed on the employer's letterhead and must be signed by the employer's supervisor.
2. Obtain a letter from a Responsible Officer/Alternate Responsible Officer at the OIS verifying employment authorization.
3. Obtain a copy of your SEVIS active screen from the OIS.
4. Complete form SS-5.
5. Items 1 through 4 must then be presented to your local SSA office together with:

- A valid passport
- A valid form DS-2019
- A valid I-94 card

All J-1 students must wait a minimum of 10 days from the date they enter the U.S. before applying for a social security card. Failure follow this guideline will result in a delay in obtaining the SSN.

Eligible J-1 Scholars, Visiting Researchers and Professors:

1. Obtain a copy of your offer letter from Human Resources..
2. Complete form SS-5.
3. Items 1 through 2 must then be presented to your local SSA office together with:
 - A valid passport
 - A valid form DS-2019
 - A valid I-94 card

All J-1 scholars, visiting researchers and professors must wait a minimum of 10 days from the date they enter the U.S. before applying for a social security number. Failure follow this guideline will result in a delay in obtaining the SSN.

Eligible J-2 dependents:

1. Complete form SS-5 and present it to the local SSA office together with:
 - Valid Employment Authorization Document (EAD)
 - Valid form DS-2019
 - Valid passport
 - Valid I-94 card

H-1B1 Temporary workers and O-1 Outstanding Researchers

1. Complete form SS-5 and present it to the local SSA office together with:
 - A valid passport
 - H-1B approval notice from the USCIS
 - Valid I-94 card

Other classifications

Under current regulations, F-2 and H-4 dependents do not qualify for employment authorization. Therefore social security cards will not be issued to individuals under those classifications.

For more information on social security and to locate the Social Security office nearest you, you can visit Social Security Online.