

Social Security Number Information and Application

Section 1 – How to apply for a Social Security Number

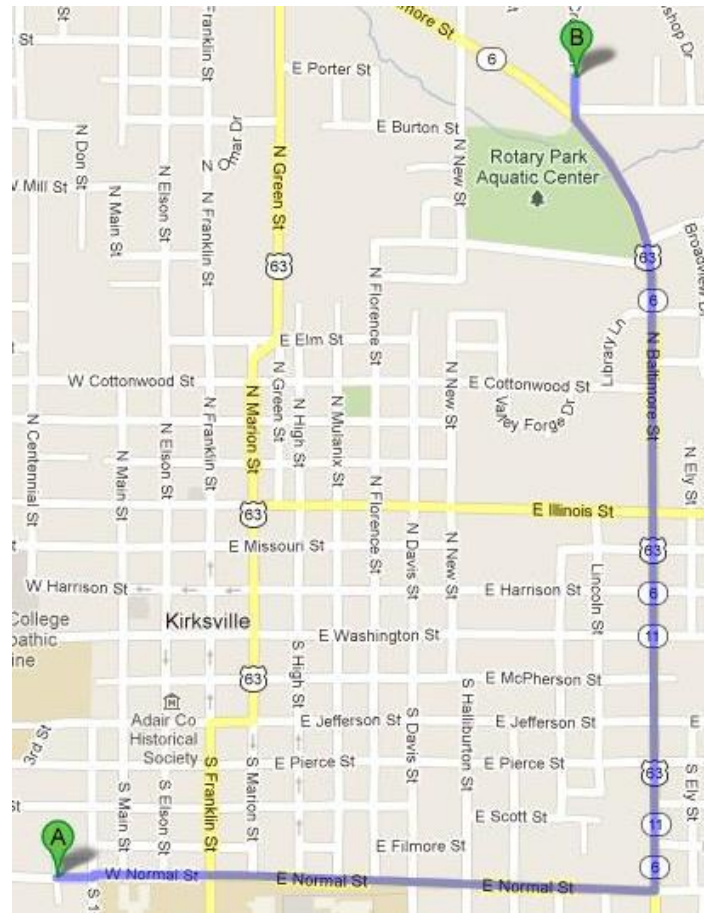
Application Instructions

Warnings –

- Complete the Address Verification in TruView for before applying.
- **If you are a new student, verify that the Center for International Students has completed your SEVIS Registration BEFORE you apply for a social security number.**
- Apply no more than 30 days prior to employment.

1. Find employment.
2. Get a job offer letter from your employer.
 - The job offer letter must be on the department's letterhead
 - The job offer letter must include the following:
 - Department/Office employing the student
 - Duties of the student
 - Number of hours the student will be working
 - The employer Tax ID Number
 - Name & contact information of the supervisor
 - The letter must be signed and dated by the employer.
3. Request a [Social Security Letter](#) online from the Center for International Students.
4. Complete the [Social Security Application](#) using the tips and example on page 3 of this application packet.
5. Call the Social Security Office at **888-386-2705** for an **in-person appointment**.
 - a. Notify them that you are an international student, and they will allow you to make an in-person appointment.
 - b. Specify you need an appointment with the Kirksville Office
6. Take the following documents to the Social Security Office (ask your CIL to take you):
 - a. Job Offer Letter
 - b. CIS Letter
 - c. Passport/Visa
 - d. I-20 or DS-2019
 - e. I-94

Map to Social Security Office from Campus



Directions

Social Security Administration Office

Address: 1305 Crown Drive, Kirksville, MO

Directions:

From Truman (A) - Travel East on Normal Street - Turn left onto Baltimore Street - Turn right onto Crown Drive – The Social Security Office (B) is the first building on the left.

Hours:

Monday	9:00 a.m.-3:00 p.m.
Tuesday	9:00 a.m.- 3:00 p.m.
Wednesday	9:00 a.m.-12:00 p.m.
Thursday	9:00 a.m.-3:00 p.m.
Friday	9:00 a.m.-3:00 p.m.

Section 2 – The Job Offer Letter

- Employers can email iso01@truman.edu for the template to create a job offer letter.
- The job offer letter must be printed on department letterhead and signed by the employer.

SAMPLE JOB OFFER LETTER	State University
Department of _____	
Date:	
Re: Employment Letter	
To: Social Security Administration	
Please issue this student a social security number for employment on the Truman campus.	
Student Name:	
-	
Has been offered employment with (department):	
-	
The supervisor name, telephone and email are:	
-	
-	
-	
The number of hours the student will work per week will be:	
-	
Employment can begin as early as:	
-	
The duties of the position include:	
-	
-	
-	
The Truman State University Tax ID Number is 43-6005833.	
Sincerely,	
(Signature)	
Supervisor Name	

Section 3 – The Social Security Letter from the Center for International Students

Complete the '[Social Security Number Request Form](#)' online.

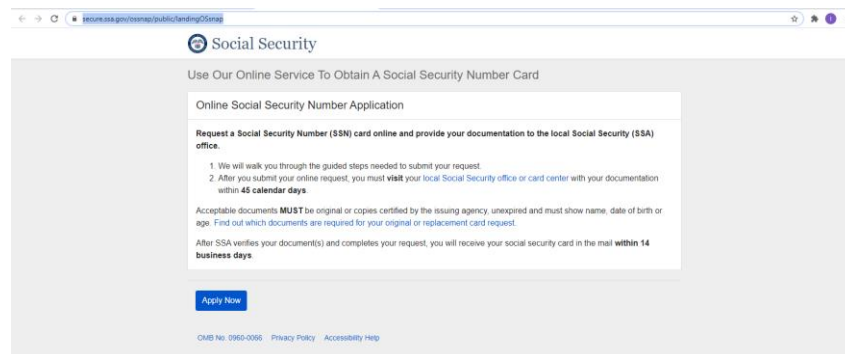
- The Social Security Number Letter will be created by the Center for International Students in 1-5 business days.

Pick up the letter from the Center for International Students.

Section 4 – Completing the Social Security Application

Steps for completing the Social Security Application form:

Step 1: Go to <https://secure.ssa.gov/ossnap/public/landingOSsnap> and click “Apply Now”



Step 2: Click on “Next” **Step 3:** Click on “Yes” If you are 18 years or older

Step 4: Click on “Yes” **Step 5:** If you do not have a US Social Security Number, choose “No”

Step 6: Click on “No” **Step 7:** Click on “Yourself” **Step 8:** Fill up your date of birth

Step 9: Click on “International” and fill up your city and country of birth

Step 10: Fill up your **LEGAL NAME** and click on “Yes” or “No” respectively.

Step 11: Select your sex **Step 12:** Fill up your parents’ names

Step 13: Use the CIS address and phone number if you don’t have one—

- **100 East Normal Street – BH 104, Kirksville, MO 63501**
- **(660) 785-4215**

Step 14: fill up your race and ethnicity



Race and Ethnicity

The next two questions are about race and ethnicity. **Providing this information is voluntary and will not affect your application.**

We are requesting this information for research and statistical purposes, to ensure we treat our customers fairly and equally. **We hope you will share this information with us.**

If you do not want to provide this information, select the "Next" button to go to the next page.

Step 15: Select the following documents: Foreign Passport, I-94 and I-20

<input checked="" type="checkbox"/>	Foreign Passport
<input type="checkbox"/>	I-551 Permanent Resident Card
<input type="checkbox"/>	I-94 with No Foreign Passport
<input checked="" type="checkbox"/>	I-94 with Unexpired Foreign Passport
<input type="checkbox"/>	I-766 Employment Authorization Document (EAD) Card
<input type="checkbox"/>	Admit (ADM) Stamp in Unexpired Foreign Passport
<input type="checkbox"/>	I-551 Stamp (Temporary)
<input type="checkbox"/>	Current, Valid U.S. Drivers License
<input type="checkbox"/>	I-551 Machine Readable Immigrant Visa (MRIV)
<input type="checkbox"/>	U.S. State Identity Card
<input type="checkbox"/>	Birth Certificate - Foreign
<input type="checkbox"/>	DS-2019 Certificate of Eligibility
<input checked="" type="checkbox"/>	I-20 Certificate of Eligibility
<input type="checkbox"/>	Other

Step 16: Review all the steps and information

Step 17: Click on the acknowledgement after reading it