

**OBTAINING A SOCIAL SECURITY NUMBER (SSN)
- INFORMATION FOR INTERNATIONAL STUDENTS AND SCHOLARS -**

Students and scholars in F-1 and J-1 visa status, and other non-immigrants who are legally employed, are required to obtain a Social Security Number for payroll identification purposes. Students who are not employed, but have scholarship or fellowship income, are not permitted to obtain a Social Security Number. For additional information, please go to the following website:

<http://www.socialsecurity.gov/pubs/10181.html>

In order to obtain a SSN number, you must appear in person at the local Social Security Office and present all of the following documents:

1. Form SS-5: Application for a Social Security Card (available in the Social Security Office or download online at: <http://www.ssa.gov/online/ss-5.pdf>);
2. A valid passport;
3. I-94 card (print out at www.cbp.gov/I94);
4. Valid I-20 or DS-2019;
5. An employment letter (must be on company letterhead stationery and include the following: that you are or will be employed, nature of the work, the number of hours per week you are expected to work and that you will be receiving income, anticipated actual start date, employer contact information, including telephone number, name and title of immediate supervisor, signature, and date); and
6. A status letter from International Student & Scholar Services.

If you have been authorized to engage in off-campus employment by Immigration Services, you need to show proper employment authorization from USCIS. This would be your Employment Authorization Document (EAD Card).

As a non-immigrant student, you should not have Social Security or Medicare (also known as FICA) deducted from your regular paycheck. If your employer is having either of these withheld from your pay, you should inform them that you are not required to make these contributions.

The local Social Security Administration office is located at:

Room 430, O'Brien Federal Building
1 Clinton Avenue
Albany, NY 12207

Local Phone Number: (518) 431-4051 Toll-Free Number: 800-772-1213

Website: <http://www.ssa.gov>

The Social Security Office is located in the O'Brien Federal Building at the end of Clinton Street, between Broadway & Pearl Street. The entrance is on Pearl Street, across from the Palace Theater.

<http://www.mapquest.com/maps?1c=Albany&1s=NY&1a=1400+Washington+Avenue&1z=12222&2c=Albany&2s=NY&2a=1+Clinton+Avenue&2z=12207>

The Office of Human Resources Management is unable to answer questions regarding the process of obtaining a Social Security Card and cannot provide the forms/letters listed in the documentation section above.