

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

A Social Security number does not give a student the legal authority to work. Work authorization is dependent upon a student's visa status and a student should always consult with ISSS regarding work authorization. Working without appropriate authorization is a serious violation of your immigration status which can result in the following: loss of status; accrual of unlawful presence and a potential bar on reentering the US; the need to depart the US; and/or the loss of eligibility for future benefits and statuses.



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.

In order to obtain a SSN number:

- 1.) You must have a job offer. The offer must be on **company letterhead** and **must be signed**.
- 2.) Once you have a job offer you must obtain a status letter from the ISSS office. The letter is to verify for the Social Security Administration (SSA) that you are in status and eligible for the employment. Request this letter through the ISSS Social Security Status Letter Request EForm: <https://www.albany.edu/iss/89465.php#ssn>
- 3.) After you have the status letter from ISSS please go to the SSA's website to complete part 1 of the request: <https://secure.ssa.gov/ossnap/public/landingOSSnap>
 - a. The "OSSNAP" system will ask you a series of questions. Save your case number at the end
- 4.) After filling in the online form you must appear in person at the local SSA Office and present all of the following documents to complete part 2. You must bring originals, not photocopies:
 - a. A valid passport
 - b. I-94 (print out most recent I-94 from <https://i94.cbp.dhs.gov>)
 - c. Valid I-20 or DS-2019
 - d. 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)
 - e. A status letter from International Student & Scholar Services
 - f. Your case number from your online application

If you have an **Employment Authorization Document (EAD Card)** you will need to present it as well

The local Social Security Administration office is located at:

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

Local Phone Number:(866) – 253 – 9183
Open Monday-Friday, 9am to 4pm

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. <https://goo.gl/maps/yk9E9> **The Social Security Administration requires all visitors to wear a mask.** Your SSN card will usually arrive 3-4 weeks after applying. Please make sure your name is written in your mailbox so that the card can be delivered.

When you are finished applying at the Social Security Office please consult your employer and their Human Resources Office about when you are eligible to start work based on their I-9 procedures. 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.

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