

INTERNATIONAL SERVICES

SAINT LOUIS UNIVERSITY.

Applying for a Social Security Number

What is a social security number (SSN)?

1. If you have income from a U.S. source, you will need a SSN. It is an identification number for tax reporting purposes. The SSN can also be used as a reference number to check an individual's credit history.
2. Once you are assigned a SSN, the number is your identification number in the U.S. as long as you are in the U.S. Even if you leave the U.S. and return later, you will continue to have the same SSN. Since your SSN does not change, your credit history also remains with you. It is very important to protect your SSN and keep this information private.
3. Not every student needs a social security number (SSN). You can only apply for a SSN after you get a job.

How do I apply for an SSN?

1. Obtain a job offer letter from an employer.
2. Go to your [MySLU](#).
3. Do a search for "International Student Portal" and click on the tile.
4. Login to the International Student Portal with your SLU credentials.
<https://internationalservicesprograms.slu.edu/index.cfm>
5. Click on the 3rd tab on the right "Control Center". You will see icons for the various requests.
6. Click on "Letter Request Form", answer all questions and submit. Please allow 2 weeks for processing.
7. When you receive your letter by email, take copies of the following documents to an SSA office:
 - The letter from the Office of International Services
 - The job offer letter from your employer
 - Passport
 - Your most recent I-94 (<https://i94.cbp.dhs.gov/home>)
 - Form I-20
 - F-1/J-1 visa
 - SLU ID card
 - A completed Form SS-5 (www.ssa.gov/forms/ss-5.pdf)

Nearby Social Security Administration (SSA) office locations:

- 717 N. 16th Street. 63103
(16th Street and Delmar. Directly across from the City Museum)
- 5669 Delmar Blvd. 63112 (2 miles north of Forest Park)



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Hours may vary by location, but typical SSA hours of operation are:

Monday	9:00 AM -3:00 PM
Tuesday	9:00 AM -3:00 PM
Wednesday	9:00 AM-12:00 PM
Thursday	9:00 AM -3:00 PM
Friday	9:00 AM -3:00 PM
Saturday	Closed
Sunday	Closed

Note: The length of time to receive your SSN ranges from two weeks to more than a month depending upon how long the SSA may take to verify your documents. If you want to begin working right away, be sure to request a receipt when you submit your application at the Social Security Office - this will allow you to begin work while you wait for your SSN to arrive in the mail.

Sample Letter of Employment for an International Student for SSN
(Please add your department's letterhead.)

Date: _____

To Whom It May Concern:

This is to certify that _____ has been offered general on-campus as:
(name)

_____.
(job title)

_____.
(briefly describe job)

Start date: _____ Number hours per week: _____

Employer contact information:

Employer's ID Number _____ (43-0654872 for SLU)

Employer Telephone Number: _____

Student's immediate supervisor: _____

Supervisor's Signature

Signatory's Title: