

How do I apply for a Social Security Number?

Any F-1 or J-1 student who will be employed by LSU or who has received IS or USCIS authorization to work for another employer in the U.S. must apply for a Social Security number (SSN). Receipt of this number will help to ensure that you are paid in a timely manner. Obtaining this number can take a month (or longer, in rare cases), so you are advised to apply as soon as you have all of the required documentation (listed below). NOTE: Before applying for an SSN, you need to be in the U.S. for a minimum of 10 days after completing IS check-in, either at international student orientation or in 101 Hatcher Hall.

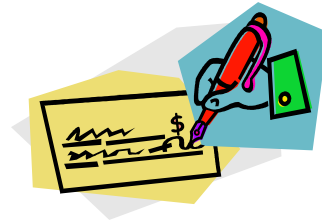
Original documents required of F-1s:

1. Completed **SS-5 Social Security application**.
2. **Authorized LSU F-1 on-campus work permission** form printed from your myLSU personal desktop (must be submitted for original signature to IS).
3. Original, unexpired, and most-recent **I-20**.
4. Original, unexpired **passport**.
5. **F-1 entry visa** (in passport), which was valid when you entered the U.S. (Note: The F-1 entry visa CAN expire once you are in the U.S.) **OR**, if no F-1 visa, **I-797 F-1 approval notice**.
6. Small, white **I-94 card**, marked F-1 and "D/S."
7. At least one of the following:

a. **Proof of employment on the LSU campus:** an original, official job offer letter from hiring department. (A sample letter is available online at www.oip.lsu.edu/iso/social%20security.htm.)

Important note: An original on-campus job summary letter must be printed on official departmental letterhead AND include ALL of the following information:

- i. F-1 student's name as it appears in passport and I-20 / DS-2019.
 - ii. Nature and title of the student's on-campus job.
 - iii. Anticipated or actual employment start date.
 - iv. Number of hours per week (cannot exceed 20 hours per week while classes are in session).
 - v. Employer telephone number and address.
 - vi. Employer identification number (EIN).
LSU's EIN is 72-6000848.
 - vii. The name of the student's immediate supervisor.
 - viii. The employer's original signature and date.
 - ix. The signatory's title.
- b. **Valid EAD card** issued by USCIS (for OPT or Economic Hardship).
- c. **Valid CPT authorization** listed on page 3 of the original I-20.



Original documents required of J-1s:

1. Completed **SS-5 Social Security application**.
2. Valid original LSU **J-1 on-campus work permit** (form approved and signed by IS).
3. Original, unexpired, and most recent **DS-2019**.
4. Original, unexpired **passport**.
5. **J-1 entry visa** (in passport), which was valid when you entered the U.S. (Note: The J-1 entry visa CAN expire once you are in the U.S.) **OR**, if no J-1 visa, **I-797 J-1 status approval notice**.
6. Small, white **I-94 card**, marked J-1 and "D/S."
7. **Official verification letter from J-1 sponsor** certifying you are eligible for on-campus employment.

Other visa types:

Social Security numbers are only available to those who are eligible for **employment** in the U.S. Therefore, anyone who is not eligible for employment because of his or her visa status (F-2, H-4, etc.) is **NOT eligible for a Social Security number (no exceptions)**. Instead, these individuals may apply for an **Individual Tax Payer Identification Number (ITIN)**.

For information and instructions to apply for an ITIN, please see: www.irs.gov and enter "ITIN" in the "Search" field.

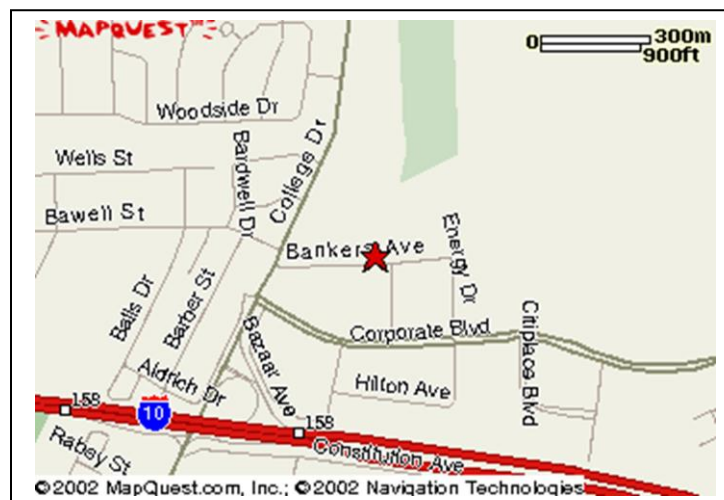
If you still have questions after consulting the IRS Web site, you should contact the LSU Office of Accounting Services (204 Thomas Boyd Hall) at 225-578-3321.

Baton Rouge Social Security Administration Office

Office Hours: Monday - Friday, 9:00 a.m. - 4:00 p.m.

5455 Bankers Avenue
Baton Rouge, LA 70808
Phone: 866-613-3070

Map to SSA Office



After you receive your Social Security number, you must:

1. Notify the LSU Payroll Office in 204 Thomas Boyd Hall and provide them with a copy of your new Social Security card. This is necessary in order to continue to receive payment for on-campus employment.
2. Immediately notify your employer and your bank of your U.S. SSN.
3. Keep your new Social Security card in a safe, secure place at home along with your immigration documents. Because of the possibility of identity theft, it is NOT advisable that you carry your Social Security card in your wallet in the event that your wallet is lost or stolen.