

How do I apply for a Social Security Number?

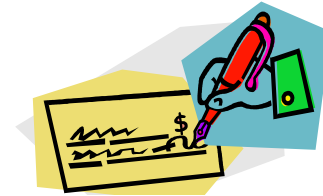
Any F-1 or J-1 student who will be employed by LSU or who has received IS or USCIS authorization to work for another employer in the U.S. must apply for a Social Security number (SSN). Receipt of this number will help to ensure that you are paid in a timely manner. Obtaining this number can take a month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

Documents required of F-1 Students:

1. Completed **SS-5 Social Security application**.
2. Valid original LSU **F-1 on-campus work permit** (pink or white form issued by the IS).
3. Original, unexpired, and most recent **Form I-20**.
4. Original, unexpired **passport**.
5. **F-1 entry visa** (located in passport), which was valid when you entered the U.S. (Note: 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 & "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 (example letter available).**

Important note: Original on-campus job offer 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. # 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
- a. a **valid EAD card** issued by US CIS Immigration (for OPT or Economic Hardship).
 - c. valid **CPT authorization** listed on page 3 of the original Form I-20.



Documents required of J-1 Students:

1. Completed **SS-5 Social Security application**.
2. Valid original LSU **J-1 on-campus work permit** (blue or white form issued by the IS).
3. Original, unexpired, & most recent **Form DS-2019**.
4. Original, unexpired **passport**.
5. **J-1 entry visa** (located in passport), which was valid when you entered the U.S. (Note: 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 & "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)**. These individuals may instead 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 website, you may contact the LSU Office of Accounting Services (204 Thomas Boyd Hall) at: 225-578-3321.

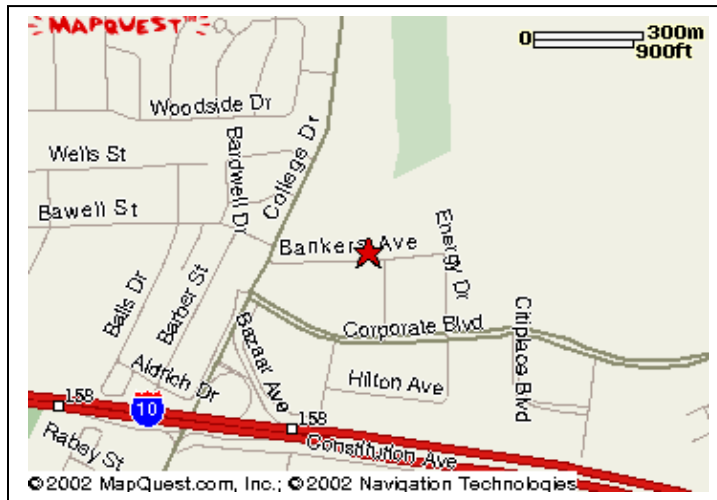
Turn over for map →

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
Tel: 225-389-0694

Map to SSA Office



After you receive your Social Security number, you must:

1. Notify the 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 receive payment for on-campus employment.
2. Immediately notify your employer and your bank.
3. Keep your new Social Security card in a safe, secure place at home, along with your immigration documents. It is NOT advisable to carry the Social Security card with you in your wallet in case your wallet is lost or stolen because of the possibility of identity theft.