



Obtaining a Social Security Number: J-1 Sponsored Student

U.S. federal law requires all individuals employed in the U.S. to have a Social Security Number (SSN). SSN's are used to identify employees and tax salaries, and are only issued for the purpose of employment. A SSN is not required to begin employment, but must be obtained immediately after being hired. Additional information about SSN's for international students is available at: <http://www.ssa.gov/pubs/10181.html> and <http://www.socialsecurity.gov/pubs/10107.html>.

Obtaining a Social Security Number

- Step 1: **Obtain a letter from your sponsor** on sponsor letterhead with an original signature that authorizes your employment.
- Step 2: **Request an ESF support letter** by submitting your sponsor's support letter to the ESF Office of International Education
- Step 3: **Complete the Social Security waiting period (if applicable).**
 Before you can apply for a SSN, you must have entered the U.S. more than 10 days ago.
- Step 3: **Gather the required application materials.**
- Current DS-2019, passport, visa, and I-94 card (must be originals, not photocopies)
 - If your current DS-2019 does not have an immigration stamp on it, you must also bring a previous DS-2019 that includes a U.S. entry stamp.
 - Sponsor Support Letter and ESF Support letter
- Step 4: **Apply for a Social Security Number** (4th floor of Federal Building, 100 S. Clinton Street, Syracuse, NY)
 For application, access: <http://www.ssa.gov/online/ss-5.pdf>
- Step 5: **Submit 1 copy of your SSN Application Receipt to the ESF's Office of International Education** (302 Bray Hall) with your SU ID number written on top of it.
- Step 6: After receiving your Social Security Card::
- Bring your **original** Social Security Card to **ESF's Office of International Education**, 302 Bray Hall or a **submit a scanned copy via email** to cmsalter@esf.edu

