

# Social Security Number (SSN) Application Procedures for Newly Hired International Students

The first time international students are offered an employment position on-campus, they are **REQUIRED** to begin the SSN application process.

Students are only eligible to begin work after completing Step 4.

1. Visit the International Affairs SSN Webpage and review the steps. <https://www.siu.edu/iss/employment/social-security-number.shtml>
2. Complete the Online Social Security Number Application (OSSNAP) on the Social Security Administration (SSA) website: <https://secure.ssa.gov/ossnap/public/landingOSsnap>
  - a. There is limited space to enter an address on the online application. Please use the following address to ensure your card arrives to the ISSS office safely:  

**SIUE Intl Affairs  
Box 1616  
Edwardsville IL 62026**
  - b. Students under the age of 18 will need to fill out the paper application; please email [ISSS@siue.edu](mailto:ISSS@siue.edu) to request the paper application.
3. Once the online application is successfully completed, students will receive an online number from the SSA website. The online control number begins with the letter "O." **Record the control number or print the screen with the number on it.**
  - a. If you did not receive a control/"O" number at the end of the online application, you did not complete the application fully or correctly. Please review your application and make any necessary changes.
4. Complete the top section of the **SIUE Job Offer Form**; the Employer must complete the bottom section. The DSO Signature line will remain blank.
5. Submit the [SSN Document Request](#).
  - a. Students will upload the SIUE Job Offer Form and the SSN application control number ("O" Number).
  - b. Students may start working after successfully completing the online SSN application and uploading the SIUE Job Offer Form to the ISSS Qualtrics form.
6. The International Affairs office will sign the **SIUE Job Offer Form** and return the signed form to the student via email, along with a reminder to visit the SSA office in Alton no later than 45 days after completing the online SSN application.
  - a. Students DO NOT need to schedule an appointment if they have a control ("O") number, but they must present the reference number when they arrive at the SSA office.
7. The student must bring the following ORIGINAL documents to the SSA office in Alton: **I-20, I-94, Passport, Visa, and SIUE Job Offer Form (Signed by DSO)**
8. At the end of the visit, the student will be given a receipt notice stating that their SSN card should arrive at the International Affairs office within 2-4 weeks.

**NOTE:** International Affairs will notify students via SIUE email when their SSN card arrives. If a student's card does not arrive within 4 weeks of their visit at the SSA office, students should inform the ISSS office and also call the SSA office to inquire about the status of their card.