SAINT LOUIS UNIVERSITY®

INTERNATIONAL SERVICES + Des Peres Hall, Room 102 + 314-977-2318 + internationalservices@slu.edu + international.slu.edu

What is a Social Security Number (SSN)?

- 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.
- 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.
- 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?

Step 1. Submit on-campus job offer letter, assistantship, or off-campus employment letter to the front desk at the Office of International Services (Des Peres, Rm. 102).
Step 2. Pick up (2) letters from the Office of International Services: your employment letter and a letter signed by a representative in International Services.
Step 3. Take the following documents to one of the Social Security Administration offices:

- ☐ The letter from the Office of International Services
- ☐ The job offer letter from your employer (see reverse for **required** format)
- ☐ Your passport, I-94 information, and I-20
- ☐ Copies of your passport, F-1/J-1 visa, I-94 information, and I-20 (Pages 1 & 3)
- ☐ Your SLU ID card
- ☐ A completed Form SS-5

Nearby Social Security Administration (SSA) office locations:

1. 717 N. 16th Street, 63103
(16th Street and Delmar, directly across
from the City Museum)

2. 5669 Delmar Blvd, 63112
(2 miles north of Forest Park)

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

Day	Hours
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.**

[Letterhead Required]

Date:

To Whom It May Concern:

This is to certify that the following Saint Louis University student: _____
                                                                                                    First Name   Last Name

has been offered general on-campus as: _____
                                                                            Job Title

 The student is responsible for: _____
                                                                Job Description

 With a start date and number hours per week as follows: _____   _____
                                                                                        Start Date   Hours/Week

Contact information of the employer:

Employer's ID Number: _____   (43-0654872 for all on-campus positions)

Employer's Telephone Number: _____

Student's Immediate Supervisor: _____

Sincerely,

Name
Title
Phone
Email