

Steps to Obtain a Social Security Number (SSN) for International Students to Work On-Campus

1. **If you are a new student:** Make sure you have checked in for registration at the Office of International Students and Scholars. If you are a continuing student, proceed to step 2.
2. Sign up and attend a work permit session. To sign up for a work permit session, please fill out the [Work Permit Session Sign-Up](#). If there's no available Work Permit Session, contact the ISS office at iss@okstate.edu to request an appointment. During the work permit session, you will (1) learn how to apply for a work permit and (2) learn how to fill out the I-9 and Social Security application,
3. Find a job on-campus (You will need to receive a job offer to apply for an SSN),
4. Once you find a job, provide the hiring department (1) your approved work permit, (2) a completed I-9 form,
5. You must request the hiring department to create a [Social Security Employer Letter](#). The hiring department can use that template and ***must (1) include the department's letterhead in color and (2) provide an original signature to the letter.*** If both of these conditions are ***not*** met, you will not be able to go to the next step of the list,
6. Bring the Social Security Employer Letter to the ISS Office to obtain a signature from a Designated School Official (DSO),
7. Email Kee Luck at hooick@okstate.edu and she will contact the Social Security Administration (SSA) to schedule for an appointment for you to submit your SSN application. You will be notified by email when your appointment has been scheduled,
8. On the day of your SSN appointment, you will take the following documents to the Social Security Administration at 406 E Hall of Fame Ave, Stillwater, OK 74075:
 - a. Original Employer SSN letter with two signatures (letter from sponsor if J-1)
 - b. Passport, I-94, and I-20 (DS-2019 if J-1 student)
 - c. Social Security Application
9. After you have completed the instructions provided from Step 8, the Social Security office will take 2-5 weeks to mail the Social Security Number to the ISS office.
10. When the ISS office receives the Social Security Number, we will email you. If you have not heard from us 5 weeks after you Social Security Number appointment, please email us at iss@okstate.edu,
11. Once you receive your Social Security Number, please remember to do the following:
 - i) fill out the Registrar's [Social Security Update Form ***online***](#). During COVID-19, you ***must*** submit this form and the other documents they request online,
 - ii) Update your Glacier record with the SSN. You can access Glacier at www.online-tax.net
12. You are done!