

## Frequently Asked Questions About Applying for a Social Security Number

### 1. Do I need to get a Social Security Number (SSN) while I am living in the US?

No. You can live in the US and do many of the things that American citizens do- like open a bank account and get a driver's license- without having the SSN. Some banks and Motor Vehicle offices are more knowledgeable than others about regulations regarding international students, so please visit our office in person if you would like help locating a knowledgeable bank or Motor Vehicle office.

In some instances, it seems that the SSN is required. For example, most cell phone providers ask for the SSN in order to run a credit check. However, most companies (i.e., AT&T, T-Mobile, Verizon) offer prepaid plan options you can purchase as an alternative. The SSN might also be asked for when you start your electric or water services, but in most cases you can ask to submit a signed affidavit instead of the SSN (or pay a deposit instead). Ask your provider what options you have if you do not have the SSN.

### 2. How do I get a Social Security Number (SSN)?

The ONLY way to get a Social Security Number (SSN) is to get a job. The process of applying for the SSN is as follows:

- Find a job using the Student employment website: <https://cwru.joinhandshake.com>.
- Once hired, have your employer complete Section 1 of the Employment Verification Form. They can request a standardized version by emailing international@case.edu. The form can be completed electronically, but signatures should be handwritten.
- You should complete Section 3: Terms and Conditions
- Visit the Office of International Student Services Office (ISS) during business hours (8:30am-5:00pm, Monday through Friday) to drop off your Employment Verification Form with Section 1 and Section 3 completed.
- You can collect your processed paperwork from ISS 2 business days later, after 1pm.
- After you have gone to the Social Security Administration and have a receipt for your SSN application, take your receipt and a copy of the Employment Verification Form to the Office of Student Employment in Yost 412. This step is only necessary if you are being paid through the Office of Student Employment.

### 3. Where is the Social Security Office located?

Directions to the 3 most easily accessible Social Security Offices are listed on the back of this handout, but you can go to any office that is convenient for you and apply for your SSN.

Office hours vary by location so we recommend that you consult the Social Security Administration Website ([www.socialsecurity.gov](http://www.socialsecurity.gov)) or contact them at 1-800-772-1213 for more information.

**Social Security—SHAKER 11601**  
**Shaker Boulevard Shaker**  
**Heights, OH 44120**

*The office is on the corner of Shaker & E. 116<sup>th</sup>.*

By Car: Use [google maps](#) for directions

By Bus: Take #8 bus from the Adelbert Road stop to the East 116<sup>th</sup> and Shaker Blvd. intersection.

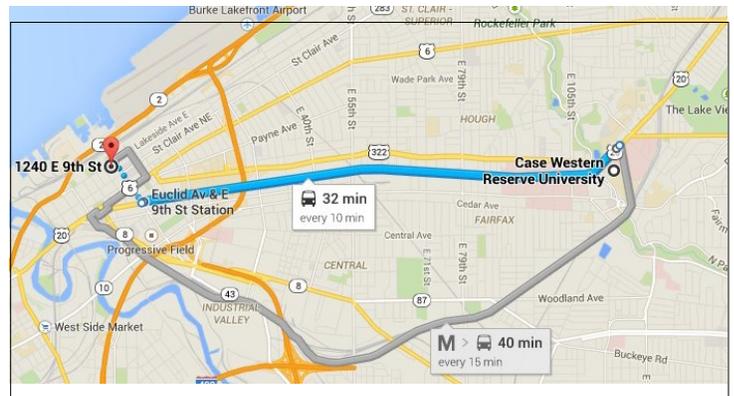


**Social Security—DOWNTOWN Room**  
**793 AJC Federal Building**  
**1240 E. 9<sup>th</sup> Street**  
**Cleveland, OH 44199**

The Federal Building is on the corner of E. 9<sup>th</sup> and Lakeside Ave, across from Cleveland City Hall. The office is on the 7<sup>th</sup> floor.

By Car: Use [google maps](#) for directions

By Bus: Take the Health Line west from Euclid Avenue to E. 9<sup>th</sup> Street. Walk north to Federal Building.



**Social Security –BEACHWOOD**  
**3591 Park East Dr.**  
**Beachwood, OH 44122**

*The office is off 271 and is located between the Clarion Hotel and University Hospitals Center.*

By Car: Use [google maps](#) for directions

By Bus: Take #48/48A bus from the University Circle Rapid Station to Shaker Square Rapid Station. Ride the Blue Line Rapid east to the end and take the #5 bus to Richmond Road. Walk along Park E. to office.

