

INTERNATIONAL STUDENTS:

What You Should Know Before 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).

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

The ONLY way to get a Social Security Number is to get a job. To get a job:

1. Apply for work permission in the Office of International Student Services (ISS), located in Tomlinson Hall, room 143.
2. Go to Student Employment in Yost Hall 412 to submit your work permission form and complete tax paperwork.
3. When you find a job, request that your employer prepare a form letter, on official letterhead, indicating what your responsibilities will be as a student worker and how many hours per week (20 hours or less) you will work. Be sure that the letter is signed and includes Case's EIN (Employer Identification Number). Your employer can contact ISS for a standardized version of the letter by emailing international@case.edu.
4. After you have the letter from your employer, come to ISS, where we will issue you another letter.
5. Finally, you can go to the Social Security Office. Be sure to bring the 2 letters, your I-20 or DS-2019, and passport. If you have entered the country after May 2013, also bring the printout of your I-94 admission number (accessible from cbp.gov/i94). You must wait to apply until you have been in the US for at least 10 business days.

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. The offices are open from 9am to 3pm every Monday, Tuesday, Thursday and Friday and 9 am to 12 pm On Wednesdays (except Federal Holidays). For more information, consult the Social Security Administration Website:

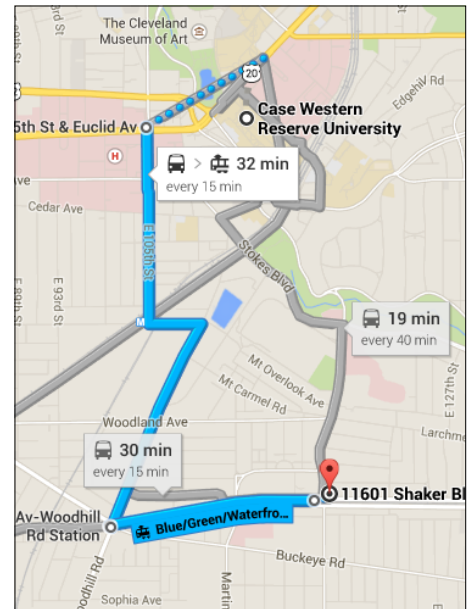
www.socialsecurity.gov or contact them at 1-800-772-1213.

Social Security
11601 Shaker Boulevard
Shaker Heights, OH 44120

The office is on the corner of Shaker & E. 116th.

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

By Bus: Take #58 bus from the Adelbert Road stop to the East 116th and Shaker Blvd. intersection.

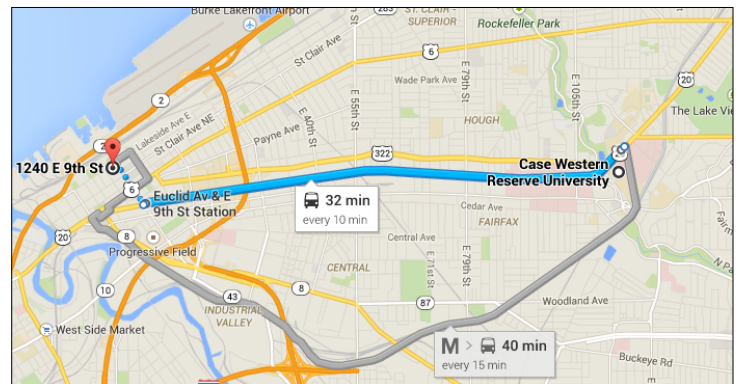


Social Security
Room 793 AJC Federal Building
1240 E. 9th Street
Cleveland, OH 44199

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

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

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



Social Security
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.

