Social Security Check List

Please complete the following:

Last name: _______________________________ First name: _______________________________

E-mail/Phone: ____________________________ Student ID: ____________________________

Visa type: F-1 ____ J-1 ____  Is this your first term at OSU? Yes ____ No _____

International students who wish to apply for a social security card must first request a social security letter (F-1 students) or a work authorization letter (J-1 students) from International Student and Faculty Services (ISFS). To request a social security letter or work authorization letter, you must first verify that you have done the following:

☐ I have obtained and am submitting a job offer letter from my employing department.

☐ I have registered FULL-TIME for the current term (12 CREDITS for graduate students with an assistantship and undergraduates; 9 credits for graduate students who do not have an assistantship)

☐ I have completed the “document check-in” procedures with International Student and Faculty Services. I have completed the Immigration Document Check-in Biographical Data Form and have read and signed the Maintaining F-1 and J-1 Visa Status form (provided by the receptionist in International Programs). I have also brought in copies of the following documents to ISFS:
  
  a. I-20 or DS-2019 showing the port of entry stamp (plus former copies if transferring from another U.S. institution)
  b. ID page from passport showing name and current expiration date
  c. I-94 Arrival/Departure document (front and back)
  d. F-1 or J-1 visa page from passport

Please verify that you have completed all of the steps above. If so, the receptionist will request a social security letter or work authorization letter for you. Your letter should be available for you to pick up from the International Program’s receptionist in 3 working days from the date you submitted your request (provided you have submitted all documents as described above and have registered full-time). Please plan to pick up your letter after 1:00 p.m. on the third working day.

**Note: The Student Exchange Visitor Program (SEVP) advises that applicants for a social security card should be in the United States for more than ten days before going to the social security office to apply. This allows time for arrival data from the port-of-entry to be entered in the primary system that the social security administration uses for authorization validation.