

# Social Security Numbers for International Students

A Social Security number can be issued to international students in certain situations. Specifically, they must be attending school full-time and have been hired or will be hired to work on-campus. These students cannot be issued Social Security numbers for off-campus employment or if they are not attending school full-time.

The specific documents required to issue the number are:

- \* Evidence of age and identity – an unexpired passport is sufficient.
- \* Current I-20.
- \* Current I-94.
- \* Evidence of authorization to work and full-time attendance. This is normally the original letter from the PDSO or DSO which specific that the named student is authorized to work on-campus and is currently enrolled in a full course of study.

Social Security must conduct an in-person interview with the student. They will copy all documents and verify their authenticity before issuing a number. Numbers are normally issued within two weeks. However, delays in verifying all documents can add additional time.

The Social Security office is located at:

Social Security Administration  
1405 Greenup Avenue  
Ashland, KY 41101

Manager  
Social Security Administration  
1405 Greenup Avenue  
Ashland, KY 41101

## Student Social Security Number Request

This is evidence of on-campus employment for: \_\_\_\_\_  
(Name of F-1 / I-20 student)

Nature of student's work (work study, graduate assistant, etc.):

\_\_\_\_\_

Start Date: \_\_\_\_\_ Number of Hours / Week: \_\_\_\_\_

Morehead State University's Employer Identification Number (EIN): 61-1014029  
Other employer's EIN, if applicable:

Student's Immediate Supervisor: \_\_\_\_\_

Employer's Signature: \_\_\_\_\_

Signatory's Title: \_\_\_\_\_

Employer Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information of how to report wages for an employee who has not yet received an SSN. It is available at <https://www.ssa.gov/employer/hiring.htm>.

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### FOR OFFICE OF INTERNATIONAL STUDENT SERVICES USE ONLY

I certify that this student is enrolled full-time as a student at Morehead State University or on OPT and has a position of employment. Please issue this student a Social Security number.

\_\_\_\_\_  
Signature of Principal Designated School Official / Designated School Official

\_\_\_\_\_  
Type or Printed Name (PDSO or DSO)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone