**HOW TO APPLY FOR A SOCIAL SECURITY NUMBER**

To apply for a**new social security number,** an in-person appointment at the Social Security Administration office is required.   The Social Security Administration office is within walking distance of campus. It is located at 354 E. Federal Street in Youngstown. Walk-in appointments are available, but you may need to wait.

**Procedure:**

1. Print out, complete, and sign the Social Security Number application form
2. Obtain a letter from YSU to the Social Security Administration verifying that you have a are a student at YSU and that you have a job on-campus.  Nicholas DuBos in International Programs Office will email you when the letter is ready for you to pick up at the front desk of the IPO office (Jones Hall room 1042).  ***You must take this letter to your supervisor for them to sign. Once signed, you can then go to the Social Security office.***
3. Take the following documents with you to your appointment:
4. Social Security Number application (see #1 above)
5. YSU letter (see #2 above)
6. Passport
7. I-20
8. I-94
9. YSU student ID card
10. Your new social security card will arrive at your mailing address about three weeks after you present your documents to the SSA office.