

# SOCIAL SECURITY NUMBER

## Do I need a Social Security Number (SSN)?

Social Security Numbers are meant for tax purposes only. If you are receiving wages from an employer in the U.S., you will need a Social Security Number. As an international student or scholar, you can receive a SSN only if you are legally permitted to accept employment in the U.S.

## If I get a Social Security Number, does it mean I can accept any job?

NO! SSNs are given to persons with some type of work permission. The SSN itself is NOT work authorization. Work authorization for non-immigrants (persons who are not U.S. citizens or permanent residents) is controlled by the U.S. Citizenship and Immigration Services (USCIS). ISSP staff can provide more information about work authorization.

## Do I need a number before I can be employed in the U.S.?

Any person who will be employed in the U.S. must have a SSN. Human Resources at Emory will assign a "dummy" ID number to you until your SSN is received. *No tax treaty benefits will apply until you obtain the SSN and notifyCarolynn Miller, data services manager in Human Resources, at 404-727-7563.*

## I have been given a student ID number by Emory University. Do I still need a SSN? Do I have to change my ID number?

A student ID number assigned by any Emory department is not a SSN. You do not need to change your ID number. But when you obtain your SSN, you should notify Carolynn Miller at 404-727-7563 immediately.

## APPLYING FOR A SOCIAL SECURITY NUMBER

Social Security Number applications for international students and scholars are taken in person following the 10<sup>th</sup> day after arrival to the U.S. Application forms are in the orientation packet at ISSP, and are available at the Social Security Administration office. The SSN application process is free and no appointment is necessary. However, it is best to go early in the morning to one of the local SSA offices (locations and directions are on back). Applicants should take with them a completed SSN application form and their original documents (see chart below).

## How long does it take to get the SSN?

It takes about 10 days to receive the SSN. The Social Security Administration (SSA) must check if you are currently in the USCIS database. Contact the ISSP staff should you encounter any problems. This is a valuable document, and you should keep it in your wallet. If the card is not sent to you, you will need to contact the Social Security Office and inquire.

VISA TYPE		NEEDED FOR SSN APPLICATION
<b>F-1 Student</b>	Authorization for on-campus work, CPT, or OPT is now required.	Passport, Visa stamp, Form I-20, Employment authorization, I-94 Card, Letter from Designated School Official (ISSP) including information about Employment
<b>J-1 Student</b>	Authorization for employment is required.	Passport, Visa stamp, Form DS-2019, and Letter from Program Sponsor authorizing employment
<b>J-1 Scholar</b>	Verification of status may be requested.	Passport, Visa Stamp, Form DS-2019, and the I-94 Arrival/Departure Card; Appointment Letter from Department may be helpful.
<b>J-2 Dependent</b>	Can apply for an SSN only if authorized for employment.	Passport, Visa Stamp, Form DS-2019, I-94 Card, and Employment Authorization Document (EAD)
<b>H-1B, O-1, TN Scholar</b>	Status implies employment authorization.	Passport, Visa stamp or I-797 Approval Notice, and I-94 Card

## Where do I apply for a SSN?

There are two locations in the Atlanta area. Either the downtown SSA or the Norcross SSA will be able to assist you in getting the SSN. ISSP has established a contact with the Norcross SSA who will assist should any problems arise with the application process. Consequently, if you have means of private transportation, we recommend the Norcross office. If you do not have a car and would

need to rely on public transportation, we encouraged you to go to the downtown Atlanta SSA. The commute to Norcross via public transportation can be quite long and complicated. The driving directions and map to Norcross, and the directions both SSA offices, are on back.

### NORCROSS SSA OFFICE

4365 Shackleford Road, Norcross, GA 30093. Phone: 678-380-5827 or 1-800-772-1213.

Hours: Monday through Friday 8:30 am until 3:30 pm.

**By car:** Bear LEFT on N Decatur Road NE – go 1.5 mile

Turn LEFT on SCOTT BLVD – go 0.6 mile

Bear RIGHT on US-29 North – go .06 mile

US-29 NORTH becomes US-78 EAST – go 1.1 mile

Take the I285 exit toward GREENVILLE – go 5.0 miles

Take exit #33 onto I-85 NORTH toward GREENVILLE – go 7.3 miles

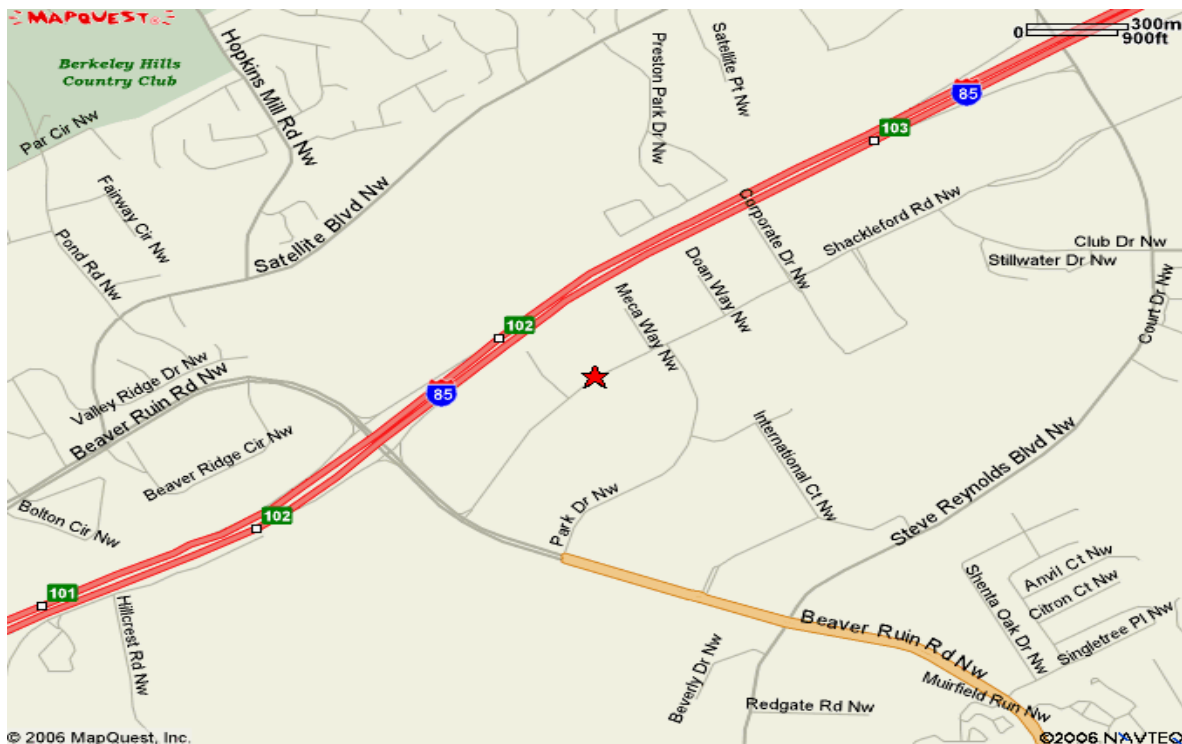
Take exit #102 / GA-378 onto BEAVER RUIN ROAD NW toward LILBURN – go 0.5 mile

Turn LEFT on SHACKLEFORD ROAD NW – go 0.4 mile

Arrive at 4365 SHACKLEFORD ROAD, NORCROSS, on the LEFT

This trip will probably take an hour and a half in non-peak traffic times.

### Map to Norcross SSA



### DOWNTOWN ATLANTA SSA OFFICE

Suite 2860, 401 W. Peachtree Street, Atlanta, GA 30308. Phone: 404-331-4155 or 1-800-772-1213.

Hours: Monday through Friday 8:30 am until 3:30 pm.

**By MARTA:** Catch Bus #6 Northbound at the bus stop at the corner of Clifton and N. Decatur Roads

(Visit MARTA's website at [www.itSMARTS.com](http://www.itSMARTS.com) for bus and train schedules and routes. Bus #6 runs nearly every 20 minutes).

Ride it for approximately 20 minutes to the Lindbergh Center Station.

Exit the bus and board the South bound train.

Get off at the Civic Center station (the fourth station after Lindbergh).

Walk south on West Peachtree Street.

The office located in the Peachtree-Summit Federal Building at the corner of Ralph McGill Blvd. and West Peachtree Street. Be sure to check MARTA schedules before embarking on your journey.