



SOCIAL SECURITY APPLICATION CHECKLIST INTERNATIONAL STUDENTS

If you have secured a job that has been approved by your DSO, the next step is to apply for your Social Security Number at the Social Security Administration.

The Social Security Office is located downtown – see page 2 for location and hours.

You will need to bring:

_____ **Passport with valid visa (if applicable)**

_____ **A printed copy of your I-94 record from USCIS website:**

<https://i94.cbp.dhs.gov/I94/#/home#section>

_____ **Current Form I-20**

_____ **Letter from the Center for International Programs at Siena College**

_____ **Letter with original signature from Employer including job title, employment start date, number of hours student will be working** (not more than 20 hours during the academic year), supervisor's name and telephone number and Employer Identification Number (EIN) (If you have a job on campus through Siena College your employer should include: Siena College EIN: 14-1338498).

_____ **Form SS-5 Application for a Social Security Number found at**

<http://www.socialsecurity.gov/forms/ss-5.pdf>

(check box "legal alien allowed to work")

(address: 515 Loudon Road, SPOB #####, Loudonville, NY 12211)

DO NOT LEAVE YOUR FORM I-20, PASSPORT OR VISA.

You do not need an appointment at the Social Security office. Location and hours are on page 2. Once you pass security, take the elevator to the 4th floor, take a ticket and wait until your number is called. Tell the agent you are applying for a social security number.

Important: Be sure to get a confirmation receipt after submitting your application.

Once you have a receipt from the Social Security Office confirming that you applied, you must email MaryTheresa Burek-Bartis: mburek-bartis@siena.edu to begin the payroll process if you have a job on campus through Siena College. If you have a job at Siena Fresh AVI, you should email Rachel: rmjones@siena.edu.

You will receive your social security card about 2 weeks after you apply. The Center for International Programs will need a copy of your card.

IMPORTANT - please read: <https://www.ssa.gov/pubs/EN-05-10181.pdf>

Social Security Office address:

Leo O' Brien Federal Building
Social Security Administration
11 Clinton Ave. Rm. 430 (4th floor)
Albany, NY 12207

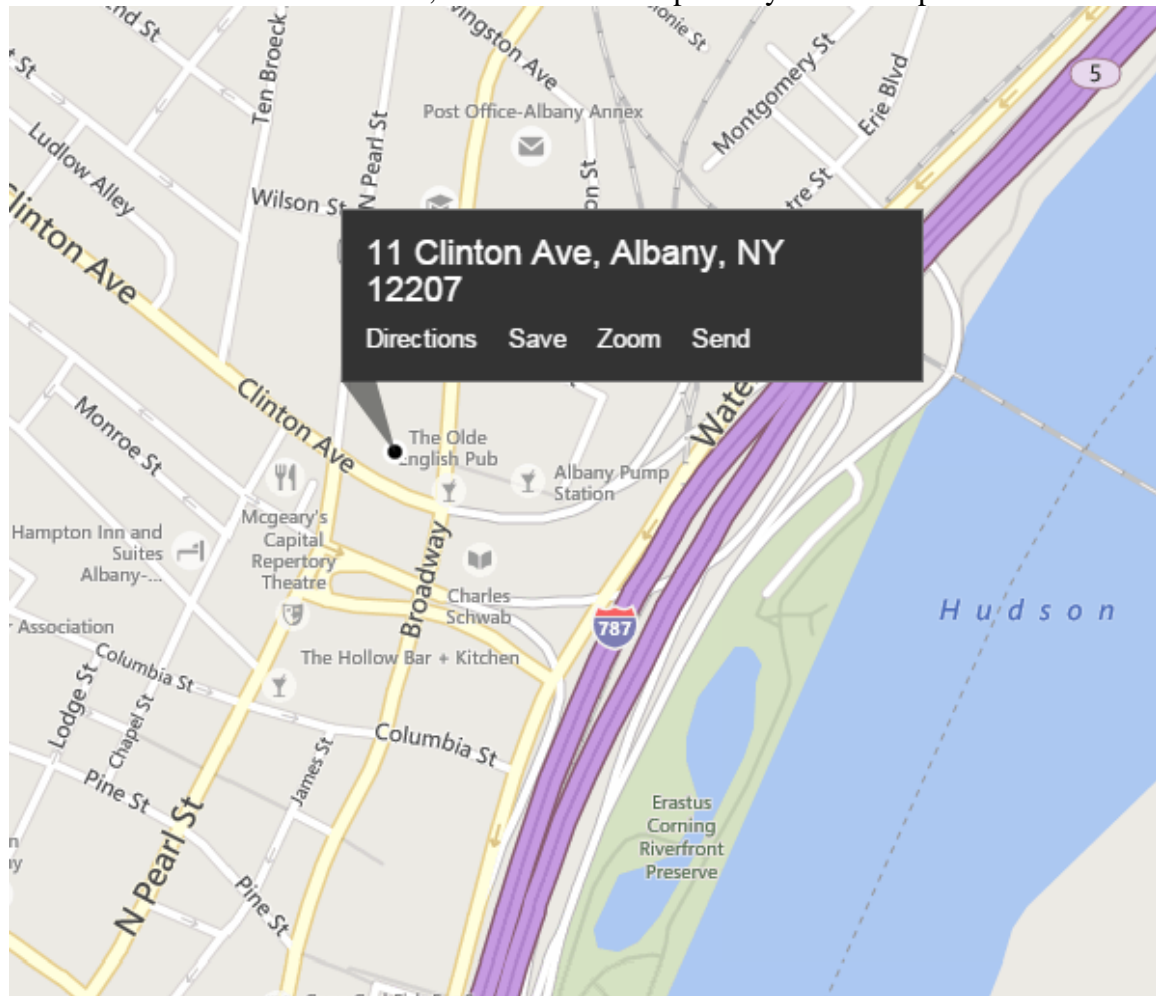
Hours:

Monday 9:00 AM - 4:00 PM
Tuesday 9:00 AM - 4:00 PM
Wednesday 9:00 AM - 12:00 PM
Thursday 9:00 AM - 4:00 PM
Friday 9:00 AM - 4:00 PM
Saturday/Sunday Closed

Hours are subject to change.

Visit: <http://www.ssoffice.com/albany-social-security-office-so907> to confirm.

You can take the CDTA bus 182, UBER or use a Zipcar if you are a Zipcar member.



Free: take Bus 182 from Siena to South Pearl Station and walk 10 minutes to 11 Clinton Ave. Confirm bus stop & schedule here: http://www.cdta.org/schedules-route-detail?route_id=182