

International Student Services Office

Applying for a Social Security Number

How to apply:

1. You must first apply for and secure an *on-campus* job
2. Once you have been offered a job, take your signed OBU Student Employee Personnel Recommendation to the International Student Services Office (ISSO).
3. ISSO will issue a letter to you that you must have before going to the Social Security Office along with your identification (passport, I-20).
<http://www.socialsecurity.gov/pubs/EN-05-10181.pdf>
4. Go to the Social Security Administration to apply for a SSN. It is best to complete an application before going to the SSA. <https://www.ssa.gov/forms/ss-5.pdf>
5. When your card arrives in the mail, go to the Payroll Office to complete a work contract with the following:
 - A work contract with the correct organization and position number and supervisor name
 - New student workers (students that have not previously worked on campus) will also need to complete a W4
 - Documentation (copy of Passport, I-94 admission number, etc.) to complete the I-9
 - Copy of Social Security Card
 - VOIDED check or something from the bank stating the account and routing number to complete a direct deposit form
 - All forms can be found online at <http://www.okbu.edu/businessaffairs/hr/forms.html>
6. After you receive a work paper from Payroll, you may begin working

Social Security Office

909 E Federal St.
Shawnee, Oklahoma 74804

Shawnee Office Phone Number

Phone: 1-877-897-0604
TTY: 1-800-325-0778

Shawnee Office 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	Closed
Sunday	Closed
Federal Holidays	Closed

Questions? International.Services@okbu.edu