

# Social Security Procedures

- You will need to fill out the top portion of the SSN form and send it to the International Admissions office/ PDSO / DSO
  - You will want to fill out the appropriate SSN form.
    - [Sodexo SSN form](#) letter
    - [On-Campus SSN form](#) letter
- Once you have submitted the SSN form, you will need to go to the Social Security website ([www.ssa.gov](http://www.ssa.gov)) and fill out the online application.
  - On the application you will select the “Request number for the first time”
- You will need to request an appointment to bring your required documents (listed below) to the SSN office. (Directions and map below).
- When you arrive on campus you will need to come to the Admissions office (Spellmann Center 3<sup>rd</sup> floor) and ask to speak with the PDSO or DSO to get your signed form and for you to sign it to take with you to the SSN office.

## What documents you need to take with you:

1. Full-time enrollment verification letter
2. Your I-20 & I-94 (<https://i94.cbp.dhs.gov/I94/request.html>)
3. Job offer/hire letter and DSO confirmation of status (SSN form)
4. Your passport (to verify your age & proof of identity)

## Directions to Social Security Office:

From Highway 70 take Cave Springs Road exit #225

Turn left on Cave Springs Road

At the 2<sup>nd</sup> traffic light turn right on to Mexico Road

Go one mile then turn right on to Piper Hill Drive

Go to the stop sign and turn left on to Executive Centre Parkway.

The office is on the right side.

## Social Security

**1-877-405-3570**

4800 Executive Ctr Pkwy

St. Peters, MO 63376

Monday – Friday 9:00am – 3:00pm

