

How to Apply for a Job and an SSN

1. All student jobs are listed in the [Jobs Database](#). You can search for current openings, review the job descriptions that interest you and if you possess the required qualifications, follow the application procedure outlined in the job posting to apply for the position.
2. After you secure a position on campus, you will receive information and instructions how to complete your I-9 (hiring) form online with the College. Please note that you cannot start working until Student Employment has received this completed form.
3. After your I-9 form has been submitted, please send an email to studentemployment@ithaca.edu and in the Subject line, indicate “Social Security Number Request Letter.” In the message, please state your name, IC ID number, that you have submitted your I-9 hiring documentation and you’d like to request a letter for your SSN application. When both Student Employment and the OIP have signed this letter, you will receive an email notifying you the letter is ready and where to collect it.
4. Complete the Social Security Number ([SSN](#)) [application form](#). Watch out for the following sections:
 - Section 1, Name – should be exactly the way your name appears in your passport and on your visa and [I-94 Form](#)
 - Section 5, Citizenship – check the second box, legal alien allowed to work
 - Sections 9 and 10: write your parents’ names. If your parents never had an SSN in the US, leave that section empty
 - Section 16 – enter your complete and correct address.
 - Section 18 – check the box Self
5. Contact the Social Security Administration Office at 1-866-706-8289 to make an in-person appointment to apply for an SSN. You will need to apply in person at the local office located at 127 West State Street (second floor), one block away from the Commons. Bring the following 5 documents to the application appointment (unless instructed otherwise by the SSN office):
 - Your passport
 - Your I-20
 - Your [I-94 Form](#)
 - The completed [SSN application form](#)
 - The Social Security Number Request Letter signed by Student Employment and the OIP

6. The SSN officer will review your documents and will return your passport, I-20 and I-94 form to you. Make sure you get those back, do not leave the office without them. The officer will inform you when your SSN will be mailed to you and will give you an application receipt.