



# Purchase College

STATE UNIVERSITY OF NEW YORK

Office for Global Education

735 Anderson Hill Road

Purchase, NY 10577-1402

tel. 914.251.6032 / fax 914.251.5933

[www.purchase.edu](http://www.purchase.edu)

## Social Security Number - Application Instructions

1. Obtain a letter of employment from your supervisor.

For a sample letter, please visit <https://www.purchase.edu/live/files/1211-sample-job-offer-letter>.

This should include:

- a. Completed on letter head with job location and phone number
  - b. Your position title
  - c. Supervisor's name and title
  - d. Pay rate (how much you are paid per hour)
  - e. Number of hours per week
  - f. Federal Identification Number: 14-6013200
  - g. Anticipated State Date
2. Request a letter of authorization from Office for Global Education (OGE).  
Email [international@purchase.edu](mailto:international@purchase.edu) to schedule an appointment
  3. Locate your closest Social Security Administration Office Location:  
<https://secure.ssa.gov/ICON/main.jsp>  
Please Note: due to the COVID-19 pandemic, the Social Security Administration Office is only scheduling appointments. You must call your closest office and request the appointment.
  4. Fill out an application: <https://www.ssa.gov/forms/ss-5.pdf>  
Please Note:
    - a. You only need to fill out page 5 and bring it to the office
    - b. Leave section 2 blank
    - c. For section 5 list 'Legal Alien Allowed to Work'
    - d. If your parents do not have a social security number, leave this field blank
  5. Bring the following to your appointment at the Social Security Administration Office:
    - a. The completed and signed [Form SS-5](#) application,
    - b. The employment letter,
    - c. The authorization letter
    - d. Supporting documentation: I-20, passport, and visa
    - e. If you have been approved for Optional Practical Training (OPT), you must bring the Employment Authorization Document (EAD card) and OPT approval.

Questions? Please email [international@purchase.edu](mailto:international@purchase.edu)