TO OBTAIN A SOCIAL SECURITY CARD

You must go to either Social Security Administration office:

Address:
- Social Security Administration
  4906 Monroe Street, Suite A
  Toledo, OH 43623
- OR
  Social Security Administration
  Four Seagate 10th Floor, Suite 1000
  Toledo, OH 43604

Telephone: 1-877-274-5429
- OR
  Telephone: 1-866-331-2196

Hours:
Monday-Tuesday, Thursday-Friday: 9:00 a.m. – 3:00 p.m.
Wednesdays: 9:00 a.m. – 12:00 p.m.

Take With You:
1. Passport
2. Form I-20 or DS-2019
3. Form I-94
4. Letter (from hiring department) verifying on-campus employment
5. Another letter from OISSS supporting your on campus employment

Graduate Students: If you are being authorized employment eligibility for a Graduate Assistantship, take your application receipt and Form I-9 to your academic department. The department will then forward these documents to Mary Main in the Graduate School Office, UH 3240. After you receive the Social Security Card students with Graduate Assistantships, must report to the Graduate School Office, University Hall (UH), 3240. Take with you your Social Security Card and two forms of picture identification.

Undergraduate Students: If you are being authorized employment for an on-campus job, take the application receipt and Form I-9 directly to the hiring department. The department will then forward this information along with a Personnel Action hiring form to Shelia Anderson in the Student Employment Office, SU 1532D. If either Aramark Food Service or the Bookstore is employing you, take the documents directly to their respective hiring offices. Students employed must report to the Student Employment Office, Student Union (SU) 1532D. Take with you your social Security Card and two forms of picture identification. For either Aramark or the Bookstore, report directly to the hiring office.

Failure to follow this procedure will prevent you from being paid.