

A VALID SOCIAL SECURITY NUMBER (SSN) IS REQUIRED FOR ALL PURDUE EMPLOYEES

- ▶ All employees paid by Purdue University **must** provide a valid Social Security Number (SSN) to their hiring department **within 30 calendar days from their official date of hire**.
- ▶ Failure to provide a valid SSN to the hiring department within 30 calendar days from the official date of hire will result in termination of employment.
- ▶ An employee can be hired by Purdue University and begin working without a SSN, but must immediately apply for a Social Security Number (SSN) by scheduling an appointment with the Social Security Administration (SSA).

INTERNATIONAL employees applying for a new or replacement SSN card.

1. Hiring department completes the top portion of the *F-1/J-1 Social Security Number Request Form* (<http://www.purdue.edu/business/payroll/taxes/pdf/SocialSecurityletterfornewregs.pdf>) and gives the completed form to the employee.
2. Employee immediately schedules an SSA appointment (<https://www.iss.purdue.edu/SocialSecurity/>).
3. Employee presents the completed *F-1/J-1 Social Security Number Request Form* along with documents listed on page 2 of the request form to the SSA staff at their scheduled appointment.
4. SSA staff reviews employee's documents, submits application for valid SSN and provides a dated letter to the employee as proof that their application was submitted.
5. Employee receives their valid SSN card via postal mail at the address used on the application and immediately presents proof of their valid SSN to the hiring department.

US CITIZEN/PERMANENT RESIDENT employees who are applying for a replacement SSN card.

1. Visit the Lafayette SSA office. Office location, hours and phone number are provided below.

Address: 10 South 2nd Street, Lafayette, IN 47901

Office Hours: Monday & Tuesday: 9 a.m. to 4:00 p.m.
Wednesday: 9 a.m. to 12 p.m.
Thursday & Friday: 9 a.m. to 4:00 p.m.

Phone Number: 888-870-7635

The Social Security Administration (SSA) has informed Purdue University that an SSN card is received by the employee in as little as two (2) weeks from the date the application is submitted.

Questions regarding the process to apply for a valid SSN should be directed to the hiring department.