

Steps for Applying for a Social Security Number (SSN) at Lipscomb University as an International Student

Step 1. Download the application from the social security office and fill it out before you go.

<https://www.ssa.gov/forms/ss-5.pdf>

Step 2. Take these items with you:

- Foreign passport
- I-20
- I-94
- Letter from Dolly DeLong stating purpose of SSN
- Letter of proof of employment for campus job (your hiring manager will write this)

Step 3. Go to social security office. Here is the address:

Social Security Administration Office

120 Athens Way, Nashville, TN 37228

Phone Numbers: Toll-Free (877) 808-5461

Open Monday through Friday, 9:00AM- 3:00PM; except Federal Holidays

*Closed every Wednesday at 12:00PM

Protect your Social Security Number And Card

Protect your SSN card and number from loss and identity theft. DO NOT carry your SSN card with you. Keep it in a secure location and only take it with you when you must show the card: i.e. to obtain a new job, open up a bank account, or to obtain benefits from certain U.S. Agencies. Use caution in giving out your Social Security Number to others, particularly during phone, mail, email and Internet requests you did NOT initiate.