



DSO Letter Request Form for Social Security (F-1 students)

Purpose of form: For F-1 students to request a DSO (Designated School Official) letter to take to the Social Security Office when applying for a U.S. Social Security number. The student **must** submit this completed form and supporting employment documentation to International Services, 101 Hatcher Hall.

PART A: Student information (type or print clearly)

LSU ID (if known): _____ - _____ - _____ Is this your first semester at LSU? (check one): Yes No

Surname: _____ Given Name(s): _____

E-mail address: _____ Phone: _____

By submitting this form I certify that I understand that, if I submit an incomplete request form to International Services, I will be contacted for correction(s) or additional information. I authorize that all information provided on this form, including any and all personal, financial, academic data and/or other data may be shared with LSU International Services – International Programs to facilitate the request. This data will be securely retained indefinitely. To learn more about privacy at LSU, please see the LSU Privacy Statement. (www.lsu.edu/privacy)

PART B: Checklist of supporting documents (missing/incomplete information will result in processing delays)

STUDENT WORKER JOBS:

You must provide the signed and dated **Original** Combination Departmental Employer and DSO letter on your departmental employer’s letterhead for Social Security. (Your department must use the fillable template on our website: https://www.lsu.edu/intlpro/is/pdf/ssn-dso_campus_employer_letter.pdf.)

GRADUATE ASSISTANT POSITIONS (must provide **BOTH documents):**

You must provide the signed and dated **Original** Combination Departmental Employer and DSO letter on your departmental employer’s letterhead for Social Security. (Your department must use the fillable template on our website: https://www.lsu.edu/intlpro/is/pdf/ssn-dso_campus_employer_letter.pdf.)

You must provide a copy of your Assistantship letter for the purposes of this DSO letter request. (NOTE: When applying for the SSN, you must bring the original letter with your signature showing you accepted the Assistantship terms, if your signature is required on the letter.)

NOTE: If the assistantship is not on your I-20, submit a copy of your I-20 with this form (no Green Sheet required).

*****FOR OFFICE STAFF USE ONLY*****

LSU Mainframe Checks

for all students -- UINT/B:

UINT/B screen is blank (new student)

Hold: No Yes _____
(reason for hold)

New Students Only:

Purple Sheet submitted & not on hold: No Yes

Checked by: _____ Date: ____ / ____ / ____

DSO/SSN letter signed _____

New funding/I-20 _____

DSO Initials: _____ Date: ____ / ____ / ____