



SOCIAL SECURITY NUMBER DIRECTIONS

Step 1: If you have found a job/internship – on-campus or off-campus – you should request a Job Offer Letter from your future employer. This Job Offer Letter must be on the official letterhead of the company/organization you will be working for. The letter must include:

- Your Job Title (this may be a specific job title, or may simply be Work Study, Graduate Assistant, or Intern)
- If the job is on-campus, the name of the office/department you will be working in
- How many hours per week you will be working (no more than 20)
- The desired start date of your employment/internship
- Your supervisor's name and phone number

Step 2: Complete and submit a Request Form for Verification of Full-Time Enrollment letter and a Social Security Number letter to the Office of International Services. You will need to attach a copy of your Job Offer Letter to your Request Form. You will receive an email from Office of International Services when your letter is ready to be picked-up

Step 3: Go to the Social Security Administration (SSA).

Items you will need to take with you to the SSA:

- Online application process: Social Security has a new online tool a student can use to start an application for new Social Security cards before arriving at their local field office. Students may use the Online Social Security Number Application by visiting www.ssa.gov/ssnumber.

Note: When a student arrives at the office, they can check in at the kiosk and provide their online control number from their application, and meet with an SSA employee to verify information they completed online and review documentation.

- Verification of Full-Time Enrollment and Social Security Number letters from Office of International Services
- Job Offer Letter from your employer
- Active I-20 (initial I-20 will not be accepted).

Note: If you will be working in an internship through CPT, you must take your CPT I-20 showing your CPT authorization on page 2.

- Passport and Visa
- I-94



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Two Proofs of residence (this can be a utility bill, bank statement, or housing contract with your current address on it to prove you live in the U.S.)

You must present original documents; the SSA cannot accept photocopies of documents. You will not receive your Social Security Card the same day you apply; it will be sent to you in the mail. You are not required to have a Social Security Number before you start work. While you wait for your SSN, your employer can use a receipt from the SSA stating that you applied for a number. You cannot apply for your Social Security Card until 10 days after your initial arrival in the United States. You can find more information on the SSA's website at www.ssa.gov/pubs/EN-05-10181.pdf.

Social Security Administration Nearest Location (use Google for other locations)

Located in: Barry Plaza

Address: 8620 N Green Hills Rd, Kansas City, MO 64154

Phone: This office can provide service by phone at 877-805-6671. For information about applying online or to get information about Social Security services and programs, visit <https://www.ssa.gov/>. You can also obtain automated phone service by calling 1-800-772-1213