



How to Apply for a Social Security Card

1. **Check-in with OISS when you arrive and keep your student visa status current.**
2. **Register for classes** (12 credits undergraduate, 9 credits graduate). Then *Ensure OISS has activated you in the SEVIS database.*
3. **Obtain an Employment Authorization Verification Letter from the OISS.**
4. **Possess already (as an assistantship) or apply for, on-campus employment through the Student Employment office, TSC 106** (or studemp.usu.edu).
5. **Get an employment offer letter from your USU campus employer** (see sample on reverse side). You must provide this letter from the employer on the employer's letterhead.
6. **Take the following (after steps 1-5 and 10 days in the U.S.) to your Social Security webcam (Logan) interview OR the Ogden office:**
 - Original Employment Authorization Verification letter (work authorization) from OISS
 - Original Employer letter
 - Social Security Application (pick up at OISS)
 - Original and a copy of I-20/DS-2019
 - Original and a copy of passport and visa
 - Original and a copy of I-94 card
 - We **strongly** suggest you use our address for getting this important document:
[Your Name]
0140 Old Main Hill
Logan, UT 84322-0140
 - **Tell Social Security you are a student and need a receipt.**
7. **You have two options for applying (please pick one option listed below):**
 1. Go to the Ogden Social Security office directly. Please make sure you have finished all the steps above. Here is how you would go to the Ogden office.

Ways of getting to Ogden: Salt Lake Express (1-800-356-9796 or reserve on-line), a friend, or perhaps a department colleague/arrangement are ways for transportation there.

Ogden Office

Ogden Social Security Office
324 25th Street, Room 2403
Ogden, Utah
1-800-772-1213

OR:

2. Go to the **Logan Workforce Services office (180 N 100 W, Logan, UT, Bus Route 7)** with all of your documents as listed above to do an interview process via webcam. *This option is available every Thursday from 10:00 a.m. – 3:00 p.m.*
 - When finished with the webcam interview you must mail all of the checklist documents listed above (**INCLUDING ORIGINAL DOCUMENTS**) to the Ogden Social Security Office mailing address as listed below. Suggestion: *Send your documents certified US mail for tracking number. Use OISS address for returning address.*

Social Security Administration
Attn: VSD SS 5
324 25th Street, FOB Rm 2403
Ogden, UT 84401

NOTE: Once you have it, take your receipt AND later, your new card to your employer. They will input your number into BANNER. Human Resources can terminate your position if either step is missed. Please keep your receipt and new card in a safe place.

SAMPLE LETTER

This letter is to be typed on official school/department letterhead, containing the employer's original signature.

Date: _____

To Whom It May Concern:

This is evidence of on campus employment for _____
(Last, First, Middle Name of F-1 Student)

Nature of student's job (e.g. wait staff, library aide, research assistantship, etc)

Start date: _____ Number of hours/week: _____

Employer contact information: _____
(Employer Identification Number (EIN))

(Student's Immediate Supervisor)

(Employer telephone number)

Employer Signature (original): _____

Signatory's Title: _____

Working while waiting for a SSN:

An F-1/J-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*.

This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>