



Office of International Students & Scholars

How to Apply for a Social Security Card

1. **Check-in with OISS when you arrive and keep your visa status current.** All students must be registered with OISS by providing evidence of identity with a current passport, visa, I-94 card and I-20/ DS-2019 showing nonimmigrant status.
2. **Register for classes** (12 credits undergraduate, 9 credits graduate).
3. **Obtain an Employment Authorization Verification Letter from OISS.**
4. **Apply for on campus employment through the Student Employment office, TSC 106.**
An F-1/J-1 student requesting an SSN for on campus employment must prove he/she has an on campus job and must show evidence of that employment or a SSN will be not be assigned.
5. **Get employment verification documents from the USU campus employer** (see sample on back). The student must provide a letter from the employer on the employer's letterhead that provides employment verification, namely:
 - Identity of student employee
 - Nature of job the student is, or will be engaged in
 - Anticipated or actual employment start date
 - Number of hours the student is expected to work
 - Employer identification number (EIN)
 - Employer contact information, including the telephone number and the name of the F-1 student's immediate supervisor
 - Original signature and signatory's title
 - Date
6. **Take the letters to the Social Security Office**
 - Original Employment Authorization Verification Letter (Work letter) from OISS
 - Original Employer letter
 - Original I-20/DS-2019
 - Passport and visa
 - I-94 card
 - If you have any questions about how to list your address for your Social Security application (especially those who live in campus housing resident halls), either contact Housing (435-797-3113) to verify an accurate mailing address for you or use the OISS address:
Your Name
TSC 313, 0140 Old Main Hill
Logan, UT 84322-0140

Social security representatives are in Logan the 1st and 3rd Wednesday of the month. Their hours are 9:30 am to 2:00 pm. Please arrive no later than 1:45 pm to be sure you are seen.

Department of Workforce Services Building
First floor conference room
180 North 100 West
Logan, Utah
(435) 792-0300

If you have any further questions contact:
Ogden Social Security Office
324 25th Street, Room 2403
Ogden, Utah
1-800-772-1213

NOTE: After you receive your Social Security Card, please remember to come to the OISS, TSC313, so that we can photocopy your card to keep in your file.

SAMPLE LETTER

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

Campus Employer

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>