How to Apply for a Social Security Number (SSN)

1. If you are a new student: check-in with the Office of Global Engagement (GE). An immigration advisor must activate your SEVIS record before applying for a SSN.

2. Get an employment offer letter from employer (see sample on reverse side).
   - Bring this letter to the Office of Global Engagement to obtain an Employment Authorization Verification letter.

3. Take the following materials with you to interview:
   - Original Employment Authorization Verification letter (work authorization) from GE
     - Not needed if applying for a SSN to obtain a driver license
   - Original Employer Letter on company letterhead
   - Social Security Application (pick up at GE)
   - Original I-20/DS-2019
   - Original passport and visa
   - Original I-94
   - We strongly suggest you use our address for getting this important document:
     [Your Name]
     9545 Old Main Hill
     Logan, UT 84322-9545
   - Tell the Social Security officer you are a student/ scholar and need a receipt. This receipt will allow you to work until the card arrives.

4. Apply for the Social Security Number. There are 2 places you can go to apply:
   - Ogden Social Security Office (324 25th Street Room 2403, Ogden, Utah, 1-800-772-1213)
   - Logan Workforce Services office (180 N 100 W, Logan, UT, Bus Route 7) to do an interview process via webcam. This option is available every Thursday from 10:00 a.m. – 3:00 p.m.
   - After the webcam interview you must mail all of the checklist documents listed above (INCLUDING ORIGINAL DOCUMENTS) to the Ogden Social Security Office mailing address listed below.

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

   Suggestion: Send your documents certified US mail for tracking number. Use GE address for return address.

NOTE: 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 missing either step. Please keep your receipt and new card in a safe place.
SAMPLE LETTER

This letter is to be 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