



## How to Apply for a Social Security Number (SSN)

1. **If you are a new student: submit the Immigration Check-in request in the ISSS Portal ([iss.susu.edu](http://iss.susu.edu)). 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).
  - Submit the Employment Authorization Verification Letter Request in the ISSS Portal (accessible once your SEVIS record is in Active status).
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
4. **Apply for the Social Security Number. Here is where you can go to apply (Note: it is highly recommended you book an appointment ahead of time by phone or online):**

**Ogden Social Security Office** (324 25th Street Room 2403, Ogden, Utah, 1-877-378-9081)

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

- **Take note of the official processing your application. This is useful if you need to follow up on your application.**
- **Ask the official to confirm they have scanned all of your documents and uploaded those to the central system (not just stored on their desktop). This enables other officers to access your documents, if needed.**

**NOTE:** *You will be issued a receipt when your application is processed. 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>