

How to Obtain a Social Security Number

- 1) **You must first have a written job offer.**
- 2) Have your employer/supervisor type a letter, using the template provided by UIS Office of Financial Aid.
- 3) Have your supervisor print the letter on office letterhead and sign it.
- 4) Take the letter to the Office of International Student Services for the Director to sign.
- 5) Visit the Social security office, taking with you the employment letter, a completed Social Security application, your current form I-20, your I-94 and your passport. The Social security office is located at: 2715 West Monroe Street. Their hours are: 9-4 Monday-Friday. It takes about an hour, so do not go at 3:30 or you won't get done in time before they close.
- 6) Give these 5 things to the staff. They will return your form I-20 and passport to you. If you do not have permanent housing when you apply, you should use the Office of International Student Services address. If you put down one address, and the card is sent there, but you are not living there, the card will be returned to the Social Security office and you will have to start all over!
- 7) Wait until you receive the card, usually around two weeks.
- 8) When you get your card, you will need to make an appointment to meet with Payroll. You should also take the card to show to Lori Atkinson in Admissions, Kathy Dehen in Student Employment and your bank or credit union. Then take the card home and put it in a safe place