



### Who needs a Social Security Number?

- Any student in F-1 or J-1 status who has an on-campus job, or who has been authorized for off-campus employment through CPT, OPT, AT, or SEHE **must** have a U.S. Social Security number.
- This number serves as an employment identification number and is **required** before any employer can pay you for your work.

### What is needed to apply for a Social Security number?

1. Completed application form which can be found at <http://www.ssa.gov/online/ss-5.pdf>
2. Valid Passport
3. I-94 Admission Number (access through [this website](#) and print a copy)
4. I-20 or DS-2019 form
5. Letter from your employer, printed on an institutional letterhead (a template for on-campus employers has been provided on the following page)
6. Letter from the Office of International Affairs, verifying your student visa status and eligibility for social security number (we will write this letter **after** we have verified your complete Social Security application)
7. ISEP students will also need an employment authorization letter from ISEP

### Where does the Social Security application need to be submitted?

- **You must submit your Social Security application in person at a Social Security Administration office**

### Where is the closest Social Security Administration office?

- **The closest office is located at 2127 W. Lawrence Ave., Chicago, IL 60625**
- **The office hours are Monday, Tuesday, Thursday and Friday from 9AM-3PM and on Wednesday from 9AM-12PM**
- **Do note that the office is closed on Saturday and Sunday**

### IMPORTANT INFORMATION ABOUT APPLYING FOR A SOCIAL SECURITY CARD

- If you are new to North Park, you will be “Initial Status” in the SEVIS system.
  - **You must be registered in SEVIS by the Office of International Affairs before applying for a Social Security number, and it is best to wait several days after SEVIS registration before you apply.**
- After you submit your application to the Social Security office, your I-20 or DS-2019 information will be verified with USCIS.
  - The process of information verification may take a few weeks, so there may be a delay in getting your Social Security number and card.
- You may not work on campus until you have received your Social Security card and have submitted your SSN to the Human Resources Office.



## Applying for a U.S. Social Security Number

- If you have been approved for 1 year of Optional Practical Training or Severe Economic Hardship Employment, you are permitted to apply for a SSN before obtaining employment.
  - Instead of submitting a letter from your employer, you should take your Employment Authorization Document (EAD), the plastic card that shows start and end dates for your authorized off-campus employment.

### TEMPLATE FOR EMPLOYER LETTER (REQUIRED FOR SSN APPLICATION)

*To the Hiring Supervisor:*

*The student who is presenting this template is an international student in F-1 or J-1 visa status; he or she must apply for a Social Security number in order to be paid for employment. Part of the student’s Social Security application is a letter from the hiring supervisor. Please use the template provided below as guide, but prepare an **original letter on a company letterhead (e.g. North Park University or ARAMARK)***

*The student will take your letter and other supporting documents to the Social Security Administration for processing.*

*Thank you for your cooperation!*

*The Office of International Affairs at North Park University*



Date

To Whom It May Concern

This is to confirm that **(name of the student)** will be employed at North Park University to perform the following duties:

**(Brief paragraph or list of duties)**

**(Name of student)** was hired on **(date of hire)** and the student is expected to work **(# of hours)** per week.

The student's immediate supervisor, **(your name)**, can be reached at **(your phone # and email address)**.

The EIN of North Park University is 36-1557840

Sincerely,

**Your signature**

**Your Name**

**Your Title**