



## **Social Security Number Application Process**

### **Supplemental Instructions for COVID-19 Pandemic**

*Updated April 30, 2021*

1. Collect all documents required to apply for a Social Security Number. Instructions can be found [here](#).
2. Find the address and contact information for your local Social Security Office. If you live on campus, enter “60625” for the zip code. If you live off-campus, please enter your zip code.
3. Once you have compiled ALL of the required documents, please call the phone number for the office assigned to your zip code. The contact information for the SSA Office for students in the 60625 zip code is:  
Social Security Administration  
2127 W Lawrence Ave  
Chicago IL 60625  
Phone: 1-877-409-8426
4. You will be required to make an in-person appointment AND/OR send your documents by mail. You must present all of your original documents (no copies) either in person or by mail. Processes for submitting your documents are constantly changing, due to the COVID-19 pandemic. Please ask for clear instructions and write down the name of the person you speak to on the phone, in case you have to call back for further information.
5. Processing time for a Social Security Number is approximately 4 weeks. Your card will be mailed to the address provided on your application, so please ensure that this is an accurate address.

If you experience any issues with this process, please call your local SSA Office or contact the Office of International Affairs for assistance.