



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, Academic Training, or Economic Hardship **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 <https://i94.cbp.dhs.gov/> and print a copy)
4. I-20 or DS-2019 form, with ink signatures from DSO & student
5. Original letter signed by employer, printed on an institutional letterhead (a template for on-campus employers has been provided on the following page)
6. Original letter signed by 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 only: must submit employment authorization letter from ISEP*

How do I submit my Social Security application?

- You do not need any appointment. Please go to your assigned Social Security Administration office during operating hours to submit your application materials.
- The contact information for the SSA Office for students who live on or near campus is:
 - Address: 2127 W Lawrence Ave Chicago IL 60625
 - Phone: 1-877-409-8426
 - Note: if you live off-campus, you can confirm your local SSA office contact information [here](#).

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.
- Please remember to fill out any new-hire paperwork required by North Park University. All questions about this paperwork can be directed to the Human Resources Office (humanresources@northpark.edu).
 - **Note:** You may NOT begin working on campus until you receive your SSN and card.



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 (please sign in ink, do not type)

Your Name

Your Title