



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?

- Completed application form which can be found at <http://www.ssa.gov/online/ss-5.pdf>
- Valid Passport
- I-94 Admission Number (access through <https://i94.cbp.dhs.gov/> and print a copy)
- I-20 or DS-2019 form, with ink signatures from DSO & student
- Original letter signed in ink by employer, printed on an institutional letterhead – template on ISS website. Must contain your start date, which cannot be more than 30 days in the future.
- Original letter signed in ink by the Office of International Affairs, verifying your student visa status and eligibility for social security number
- *ISEP students only: must submit employment authorization letter from ISEP*

How do I submit my Social Security application?

- You are not required to have an appointment, but you can make one. 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.
- 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.
- **You should receive your SSN card within 5-10 days of application. If you do not receive your SSN card within 15-20 days, please notify International Affairs and/or the SSA.**