Applying for a U.S. Social Security Number

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: https://www.ssa.gov/number-card/request-number-first-time
- 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 by employer, printed on an institutional letterhead – template on ISS website
- Original letter signed 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?

- Begin your online application here. International students should select "legal alien allowed to work"
  - Address: If you live on campus, use the address for the NPU mailroom OR your personal address off-campus. **Make sure you input the correct address, because this is the address where the SSA will mail your card**
- You should schedule an appointment to visit an SSA office in-person within 45 days of submitting your online application. If you are unable to schedule an appointment at the office associated with your zip code (recommended), you may be able to schedule at a different Chicago-area office OR walk-in at a local office with all your application materials. Note: if you do a walk-in appointment, you may be required to wait or may not be able to apply if they do not have same-day availability.
- Must go in-person to submit all documents, after applying online.
- 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 a new F-1 student at North Park, you will be "Initial Status" in the SEVIS system. **You wait to apply for your SSN until your SEVIS record has been registered by the Office of International Affairs. OIA will provide you with a "Continued Attendance" I-20 which you should bring to your appointment.**
- 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 Social Security Number 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 for assistance.**