

HOW TO APPLY FOR A SOCIAL SECURITY NUMBER

If you are an international student in F-1 non-immigrant status and wish to obtain employment on campus, you may apply for a Social Security Number from the U.S. Social Security Administration. A Social Security number is a federal tax identification number that is useful for several purposes in addition to applying for on-campus employment, including opening a bank account and obtaining a driver's license. In order to apply for a Social Security Number, you must do the following:

- **Apply for and be offered employment on campus** (or off campus if eligible).
- **Obtain a letter from the Human Resources office (SRC 2053) verifying your offer of on-campus employment.**
- **Obtain a letter from the International Student Adviser verifying your F-1 status and full-time enrollment at College of DuPage.**
- **Complete a Social Security Card application.** (You may obtain this form from a Social Security Administration Office or download it from their web site located at www.ssa.gov/)
- **Take the following immigration documents with you to the Social Security Administration Office:**
 - **Original Student Copy of your I-20 Document**
 - **Valid Passport**
 - **I-94 Card (the small white card in your passport)**
 - **Print-out of full-time registration for current academic term** (request from cashier)
 - **If you have filed for an adjustment to F-1 status within the United States, you should also take the Approval Notice you received from USCIS.**

We recommend that you go to the following Social Security Administration Office location to apply for a Social Security Number. Business hours are from 9 a.m. to 4 p.m. Monday to Friday. It will take approximately three to four weeks from the time you apply to receive the card, but it could take even longer.

Social Security Administration Office
230 W. Lake St.
Bloomington, IL 60108-1560
Tel: (800) 772-1213