

Office of Global Engagement How to Apply for a Social Security Card

1. If you are a new student, Check-in with the Office of Global Engagement (OGE).
2. The Social Security Administration recommends that you be in the U.S.A. for 10 days before applying.
3. Obtain an Employment Authorization Verification Letter from OGE.
4. You must have a job offer before you apply.
5. Get an employment offer letter from employer (see sample on reverse side). You must provide this letter from the employer on the employer's letterhead.
6. Take the following materials with you to interview:
 - Original Employment Authorization Verification letter (work authorization) from OGE
 - Original Employer letter
 - Social Security Application (pick up at OGE)
 - Original I-20/DS-2019
 - Original passport and visa
 - Original I-94
 - We ***strongly*** suggest you use our address for getting this important document:
[Your Name]
9545 Old Main Hill
Logan, UT 84322-9545
 - Tell Social Security you are a student and need a receipt. This receipt will allow you to work until the card arrives.
7. You have two options for applying (please pick one option listed below):
 1. Go to the Ogden Social Security office directly. Please make sure you have finished all the steps above. Here is how you would go to the Ogden office.

Ways of getting to Ogden: Salt Lake Express (1-800-356-9796 or reserve on-line), a friend, or ask your hiring department about possible arrangements.

Ogden Office
Ogden Social Security Office
324 25th Street, Room 2403
Ogden, Utah
1-800-772-1213

2. Go to the **Logan Workforce Services office (180 N 100 W, Logan, UT, Bus Route 7)** with all of your documents as listed above to do an interview process via webcam. *This option is available every Thursday from 10:00 a.m. – 3:00 p.m.*
 - When finished with the webcam interview you must mail all of the checklist documents listed above (**INCLUDING ORIGINAL DOCUMENTS**) to the Ogden Social Security Office mailing address as listed below. Suggestion: Send your documents certified US mail for tracking number. Use OISS address for return address. **SEND ALL TO:**

Social Security Administration
Attn: VSD SS 5
324 25th Street, FOB Rm 2403
Ogden, UT 84401

NOTE: Once you have it, *take your receipt AND later, your new card to your employer. They will input your number into BANNER. Human Resources can terminate your position if either step is missed.* Please keep your receipt and new card in a safe place.

SAMPLE LETTER

This letter is to be typed on official school/department letterhead, containing the employer's original signature.

Date: _____

To Whom It May Concern:

This is evidence of on campus employment for _____
(Last, First, Middle Name of F-1 Student)

Nature of student's job (e.g. wait staff, library aide, research assistantship, etc)

Start date: _____ Number of hours/week: _____

Employer contact information: _____
(Employer Identification Number (EIN))

(Student's Immediate Supervisor)

(Employer telephone number)

Employer Signature (original): _____

Signatory's Title: _____

Working while waiting for a SSN:

An F-1/J-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*.

This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>