

**1 DETERMINE YOUR ELIGIBILITY TO APPLY FOR SSN:**Students **MUST**:

- be employed or have an offer for future employment;
- have completed Check-in procedures at International Student and Scholar Services;
- have been in the U.S. for at least 10 days;
- be registered for classes.

Claim your Temporary Control Number (TCN) and submit to your hiring unit. Students have already been assigned this number. If you don't know your number, please go to the i-card office to obtain it. You may be paid for employment using this number, but must still apply for a Social Security number (SSN) since this number is temporary.

**2 PREPARE THESE DOCUMENTS BEFORE YOU GO TO THE SOCIAL SECURITY OFFICE:**

- Passport
- Entry visa
- Most recent I-20 or DS-2019
- I-94 print out (<https://i94.cbp.dhs.gov>)
- Completed Social Security application form (<https://www.ssa.gov/forms/ss-5.pdf>)
- ISSS letter of eligibility (Document cannot be older than 30 days when presented at the Social Security office.)

*\*\*In order to obtain this letter, you must submit an SSN Document Request through iSTART (<https://sunapsis.illinois.edu>). Document cannot be older than 30 days when presented at the Social Security office.*

- Earning statement **or** letter on department letterhead verifying employment (Document cannot be older than 30 days when presented at the Social Security office.)

**\*\*If department letter, it must include the following information:**

1. identity of student employee
2. job description
3. anticipated or actual employment start date
4. number of hours student is expected to work
5. employer identification number (EIN) (37-6000511 for UIUC)
6. employer contact information, telephone number, and name of student's immediate supervisor
7. original signature
8. signatory's title
9. date

**F-1 students** are required to be registered for classes in order to obtain a letter of eligibility.

**J-1 students** whose DS-2019 was not issued by the University of Illinois at Urbana-Champaign must obtain an eligibility letter from their J-1 program sponsor.

**3 VISIT SOCIAL SECURITY OFFICE:**

Take your application materials with you to the Social Security Office:

**101 S. Country Fair Dr.  
Champaign, IL 61821**

**Telephone: 1-877-819-2593**

Office Hours:

<b>Monday</b>	<b>9:00 a.m. - 4:00 p.m.</b>
<b>Tuesday</b>	<b>9:00 a.m. - 4:00 p.m.</b>
<b>Wednesday</b>	<b>9:00 a.m. - 12:00 p.m.</b>
<b>Thursday</b>	<b>9:00 a.m. - 4:00 p.m.</b>
<b>Friday</b>	<b>9:00 a.m. - 4:00 p.m.</b>
<b>Saturday</b>	<b>CLOSED</b>
<b>Sunday</b>	<b>CLOSED</b>

NOTE: Your Social Security number is tied to your identity and financial background. To avoid risk of identity theft, take care to keep your Social Security Number secure and private. Do not carry your Social Security card with you (keep it at home, in a safe place) and do not list your Social Security Number on forms or share it with others unless absolutely necessary.