

**1 INSTRUCTIONS FOR NEW INTERNATIONAL STUDENTS ONLY:**

- The current semester must have already started and your SEVIS record should be "Active". Check if your record has been switched to "Active" by logging in to <https://sunapsis.illinois.edu/>.
- \*\*It takes about one week after the semester has started for your SEVIS information to be updated at the Social Security office. We recommend going to the office after the 10<sup>th</sup> day of 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 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.

**3 PREPARE YOUR APPLICATION BEFORE YOU GO:**

- 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

*\*\*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.

**4 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>                 |