APPLYING FOR A SOCIAL SECURITY NUMBER
(F-1 OR J-1 *P-1-00209* STUDENTS)
ON-CAMPUS EMPLOYMENT

**Step One:** Determine your eligibility to apply for the SSN (current students)

- **Students must:**
  - have an offer of employment
  - have completed Check-in procedures at International Student and Scholar Services
  - have been in the US for at least 10 days
  - be registered for classes
  - have the new version of the I-20 (see below for instructions on how to apply for this)

*New international students: please look on the other side of this form for additional instructions*

**Step Two:** Prepare your application materials **before** going to the Social Security Office

- Completed application form (available at the Social Security Office or [www.socialsecurity.gov](http://www.socialsecurity.gov))
- Passport
- Visa
- Paper Form I-94 (front and back) OR print out of Electronic Form I-94 (accessible from [www.cbp.gov/i94](http://www.cbp.gov/i94))
- I-20 or DS-2019 (students must have the **new version** of the form I-20. Please submit the “I-20 Reprint Request” in I-Start [https://sunapsis.illinois.edu](https://sunapsis.illinois.edu). This request will take up to five business days to process.)
- ISSS letter of eligibility**
- Pay stub or letter on department or company letterhead verifying your on-campus employment

(Note: University Housing does NOT issue these letters. Pay stubs only.)

The letter 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

**In order to obtain the ISSS letter of eligibility, you must bring a letter verifying your employment or a pay stub and your I-20 or DS-2019 to the ISSS front desk.**

**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 UIUC must obtain an eligibility letter from their J-1 program sponsor.

**Step Three:** Apply

- At the Social Security Office – 101 S. Country Fair Drive, Champaign, IL 61821 (see [www.cumtd.com](http://www.cumtd.com) for bus schedule)
  - Phone: 1-877-819-2593
  - Hours of Operation: 9:00am to 4:00pm (Monday, Tuesday, Thursday, Friday) 9:00am to 12 noon (Wednesday)

*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.
Welcome to the University of Illinois! Instructions on how to apply for a Social Security can be found on the other side of this page. Here are a few additional things to keep in mind when applying for the SSN as a new student:

- The current semester must have already started and your SEVIS record should be “Active”
  - It takes about 2-3 days after the semester has started for your SEVIS information to be updated at the Social Security office. We recommend going to the office on the following dates:
    - **Fall 2015**: after Tuesday, August 27
    - **Spring 2016**: after January 21
    - **Summer 2016**: after June 15
- 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, since this number is temporary.
- **REMEMBER** to apply for the new version of the form I-20 (instructions to apply can be found on the other side of this page)
- **REMEMBER** to apply for the ISSS letter of eligibility (instructions on the other side)