



International Student & Scholar Services

400 Student Services Building | 610 E. John Street | Champaign, IL 61820 | P. (217) 333-1303 | F. (217) 244-0530 | iss.illinois.edu

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

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

- Passport
- Visa
- Print out I-94 “Recent History” (accessible from www.cbp.gov/i94)
- I-20 or DS-2019
- ISSS letter of eligibility**
- Social Security application (completed)
- Earning statement **or** letter on department or company letterhead verifying your employment

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

(NOTE: *University Housing/Dining, does NOT issue these letters. Earning statements only.*)

****In order to obtain the ISSS letter of eligibility, you must bring a letter verifying your employment or an earning statement 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 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.



APPLYING FOR A SOCIAL SECURITY NUMBER

INSTRUCTIONS FOR NEW INTERNATIONAL STUDENTS ONLY

(Instructions for current students can be found on the other side)

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”. 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 following dates:
 - **Fall 2016:** after August 29
 - **Spring 2017:** after January 24
 - **Summer 2017:** after June 19
- 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 ISSS letter of eligibility (instructions on the other side)