

# **APPLYING FOR A SOCIAL SECURITY NUMBER**

## **(F-1 OR J-1 \*P-1-00209\* STUDENTS)**

Step One: Determine your eligibility to apply for the SSN

- You must have been physically present in the U.S. for at least 10 days.
- F-1 students must have an offer of employment.
- You must have completed check-in procedures at International Student and Scholar Services
- F-1 students must be registered for classes before requesting an ISSS letter of eligibility.

Step Two: Prepare your application materials

- Completed application form (available at the ISSS Office or the Social Security Office)
- Passport
- I-94 card
- I-20 or DS-2019
- ISSS letter of eligibility\*
- Pay stub **or** letter verifying your on-campus employment (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
- Photocopy of I-20 or DS-2019
- Photocopy of passport ID page
- Photocopy of I-94 card
- Photocopy of the visa page from passport
- Photocopies of ISSS letter of eligibility and letter verifying on-campus employment

**\*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.**

**Note: 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 (orange or green bus line), Phone: (217) 398-5399, Hours of Operation: 9:00am to 4:00pm (Monday through Friday)