HOW TO APPLY FOR A SOCIAL SECURITY NUMBER

International Students and Scholars Office

CHECKLIST:

___ You must be in valid/lawful F-1 or J-1 visa status

___ You must have been offered a job

___ Submit a letter from your employer (Employment Verification Letter) to Dr. Petoskey at the ISSO office. This letter will be authorized and returned to you for submission to the SSA as part of your application.

U.S. Social Security Administration, 1320 Main Street, Willimantic, CT. (860) 423-6386

Apply in person, bring with you all of the following:

___ Submit a completed Social Security Card application (no fee)

___ Authorized Employment Verification Letter (by the ISSO office)

___ Valid Passport

___ Valid I-20 or DS-2019

___ Valid I-94 print out

*Request a receipt or some type of proof that you have applied for your number. This documentation will help you begin your employment on campus if there is a delay in receiving your Social Security Card.

The Social Security Administration is required to confirm the immigration status of non-immigrant applicants through the U.S. Citizenship and Immigration Services. Upon confirmation, an official Social Security Card with your individual Social Security Number will be mailed to the address listed on your application, usually within 2 weeks. Any inconsistency of information will delay the issuance of your Card by up to 12 weeks.

After receiving your Social Security Number, you must report to:

___ International Students and Scholars Office

___ Registrar's Office (they will update the campus-wide computer system)

___ Campus Employer