Applying for a Social Security Number

Please follow these procedures:

1. Fill out the form “Request for Social Security Letter”

2. Fill out the form “International Student On-Campus Employment Permit”

3. Obtain a letter of employment from the employer hiring you, which should:
   - Be on letterhead
   - Include the student name and W#
   - Mention the job the student has been hired for and estimated start date
   - Mention that the employee “has been hired as a part-time employee, who
     will work no more than 20 hours per week”
   - Include the name and contact information of the employer

4. Submit the two forms mentioned above and the employment letter to the
   International Student and Scholar Center (Student Services Center, Room 143)

5. Obtain a letter from the International Student and Scholar Center, verifying your
   immigration status at Weber State University. It takes two days to process this
   letter, after you have submitted the required documents to the ISSC.

6. Go to the local Social Security Office with the following documents:
   a. The letters from the ISSC and the employer who hired you
   b. Non-expired passport
   c. Current I-20
   d. I-94 (Arrival/Departure Record) or admission stamp in the unexpired
      foreign passport.

   **Social Security Office:**
   Address: 324 25th Street, 2nd Floor
   Phone: 1-877-378-9081
   TTY: 1-800-325-0778
   Office Hours: Monday, Tuesday, Thursday, Friday 9:00 AM to 4:00 PM
   Wednesday 9:00 AM to 12:00 PM
   Closed Holidays
   Website: [https://secure.ssa.gov/ICON/ic001.do#officeResults](https://secure.ssa.gov/ICON/ic001.do#officeResults)

7. Once you receive your Social Security Card, please bring your I-20, I94, passport,
   visa, social security card, and banking information to Payroll (Miller
   Administrative Building Room 110) to fill out paperwork.

8. You cannot begin on-campus employment without a valid social security card
   and work permit. This includes training.
REQUEST FOR SOCIAL SECURITY LETTER
(Takes TWO DAYS to process after submission)

1. Date: ________________ W#: __________________

2. Name: _____________________________________________

3. Physical Address: ____________________________________

   Street
   Apt #

   City
   State
   Zip Code

4. Phone #: __________________

5. WSU Email Address: _________________________________

Do NOT write in this space. For ISSC advisor use only.

*Please verify student’s enrollment in LynxINB (full-time, face-to-face, online, and hybrid classes, as well as total GPA over 2.0) 

Student Status:

Eligibility Verified by:

Date:

Student, please sign below, when you receive your letter from the ISSC to acknowledge: I have received the social security letter that I requested from the International Student and Scholar Center.

Signed: ___________________________ Date: ___________________________