Applying for a Social Security Number

Please follow these procedures:

1. 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

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

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

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:
   - The letters from the ISSC and the employer who hired you
   - Non-expired passport
   - Current I-20
   - 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

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: __________________________________________________________________

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

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

Student status:

Verified by:

Date:

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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: ________________