SOCIAL SECURITY NUMBER

Social Security numbers are used to report your wages to the government. Social Security
numbers can be assigned to International Students who are authorized to work in the United
States after they have a written job offer from an employer on their campus and a letter
from their office of International Student Services.

How do I apply for a Social Security number and card?
Applying for a Social Security number and card is free. When you apply for a Social Security
number at a Social Security office, you must bring the following documents:
x LLU Employer Verification Letter
x SS5 Application – https://www.ssa.gov/ssnumber/
x I-20 (F-1 students) or DS-2019 (J-1 Exchange Visitors)
x Passport
x I-94 print out – https://i94.cbp.dhs.gov/I94/#/home
x LLU ID Card
x Birth Certificate (if available)

How long will it take to get a Social Security number?
The Social Security Office must verify your documents with DHS before they assign a Social
Security number to you. They will issue your Social Security number and card within two
weeks of receiving the verification from DHS. Most of the time, they can verify your
documents quickly with DHS online. If your documents cannot be verified online, it may take
DHS several weeks or months to respond to your request.

Do I need to have my number before I start working?
You are not required to have a Social Security card before you start working, but the Internal
Revenue Service requires employers to report wages using the Social Security number. While
you wait for your Social Security card, your employer can use a letter from Social Security.

How can I get my LLU Employer Verification Letter?
Since this letter is a requirement to apply for an SSN, please contact the supervisor of the
position you would like to apply for. If the supervisor would like to hire you for the position,
please contact International Student Services Office to obtain the letter template. We will
send you the template to pass on to your supervisor or send it directly to them. Once the
supervisor has printed and signed your letter, International Student Services will also sign
the letter before you rea ready to go to Social Security Office to apply for the SSN.