

1 INSTRUCTIONS FOR NEW INTERNATIONAL STUDENTS ONLY:

- The current semester must have already started and your SEVIS record should be "Active". Check if your record has been switched to "Active" by logging in to <https://sunapsis.illinois.edu/>.
- **It takes about one week after the semester has started for your SEVIS information to be updated at the Social Security office. We recommend going to the office after the 10th day of classes.**
- Claim your Temporary Control Number (TCN) and submit to your hiring unit. Students have already been assigned this number. If you don't know your number, please go to the i-card office to obtain it. You may be paid for employment using this number, but must still apply for a Social Security number (SSN) since this number is temporary.

2 DETERMINE YOUR ELIGIBILITY TO APPLY FOR SSN:Students **MUST**:

- be employed or have an offer for future employment;
- have completed Check-in procedures at International Student and Scholar Services;
- have been in the U.S. for at least 10 days;
- be registered for classes.

3 PREPARE YOUR APPLICATION BEFORE YOU GO:

- Passport
- Entry visa
- Most recent I-20 or DS-2019
- I-94 print out (<https://i94.cbp.dhs.gov>)
- Completed Social Security application form (<https://www.ssa.gov/forms/ss-5.pdf>)
- ISSS letter of eligibility
**In order to obtain this letter, you must bring a letter verifying your employment or an earning statement and your I-20 or DS-2019 to the ISSS Front desk. (Document cannot be older than 30 days when presented at the Social Security office.)
- Earning statement **or** letter on department letterhead verifying employment (Document cannot be older than 30 days when presented at the Social Security office.)

**If department letter, it 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

F-1 students are required to be registered for classes in order to obtain a letter of eligibility.**J-1 students** whose DS-2019 was not issued by the University of Illinois at Urbana-Champaign must obtain an eligibility letter from their J-1 program sponsor.**4 VISIT SOCIAL SECURITY OFFICE:**

Take your application materials with you to the Social Security Office:

**101 S. Country Fair Dr.
Champaign, IL 61821****Telephone: 1-877-819-2593**

Office Hours:

Monday	9:00 a.m. - 4:00 p.m.
Tuesday	9:00 a.m. - 4:00 p.m.
Wednesday	9:00 a.m. - 12:00 p.m.
Thursday	9:00 a.m. - 4:00 p.m.
Friday	9:00 a.m. - 4:00 p.m.
Saturday	CLOSED
Sunday	CLOSED