



F-1 and J-1 STUDENTS

The Social Security Administration (SSA) will only issue Social Security numbers (SSN) to F-1 and J-1 students who meet the following three criteria:

1. You have been in the U.S. for at least 10 days
2. You are registered full-time for classes
3. You have a secured job offer

If you have been authorized for CPT, OPT or AT: follow the steps outlined below:

1. Obtain a Job Offer Letter (sample on back) from your employer that contains the following information: **Employer identification number (EIN), name of employer, position title, start date, number of hours/week, supervisor's name and contact phone number and supervisor's original signature.**
2. Bring the following documents to the Social Security Office:
 - Original Job Offer Letter written by your employer
 - Original I-20 or DS-2019
 - Passport
 - I-94 print out from CBP.gov

CPT Students: must have I-20 with CPT authorization on 3rd page and wait 30 days before start date of employment to apply.

OPT Students: must have Employment Authorization Document (EAD) and wait until after start date listed on EAD

Academic Training Students: must have letter of authorization from IO

If you have an on campus job: follow the steps outlined below:

1. Obtain a Job Offer Letter (sample on back) from your employer that contains the following information: **Employer identification number (EIN), name of employer, position title, start date, number of hours/week, supervisor's name and contact phone number and supervisor's original signature.**
2. Using this job offer letter, request a [Social Security Letter](#) from the IO through our online document request system by accessing our website and clicking "Form Library" and "Social Security Letter for F1 or J1 Student". Make sure to use the *exact* information from the Job Offer Letter to request the Social Security Letter to ensure that the two letters match.
3. Bring the following documents to the Social Security Office:
 - Social Security Letter written by the International Office
 - Original I-20 or DS-2019
 - Original Job Offer Letter written by your employer
 - Passport
 - I-94 print out from CBP.gov

H-1B, J-1 SCHOLARS & INTERNS

You do *not* need a letter from the International Office and can apply for the Social Security number (SSN) 10 days after you arrive in the U.S.

Bring the following documents to the Social Security Office:

- Original Job Offer Letter written by your department at NU
- H-1B Scholars: Original Approval Notice
- J-1 Scholars: Original DS-2019
- Passport
- I-94 print out from CBP.gov

IMPORTANT INFORMATION

When filling out the Social Security Number Application, please make sure to write your name exactly as it appears in your immigration documents.

If you have *any* trouble obtaining the SSN, please ask to know the name of the person helping you and for a letter from the Social Security Office detailing the reason. Next, please contact an International Student/Scholar Advisor during walk-in hours.

For more information, access the [Social Security Card Application](#)

SOCIAL SECURITY OFFICE LOCATIONS

Evanston Location:

2116 Green Bay Rd.

Evanston, IL 60201

Phone: 847-328-1057

Check website for office hours:

<https://secure.ssa.gov/ICON/ic001.do#officeResults>

Chicago Location

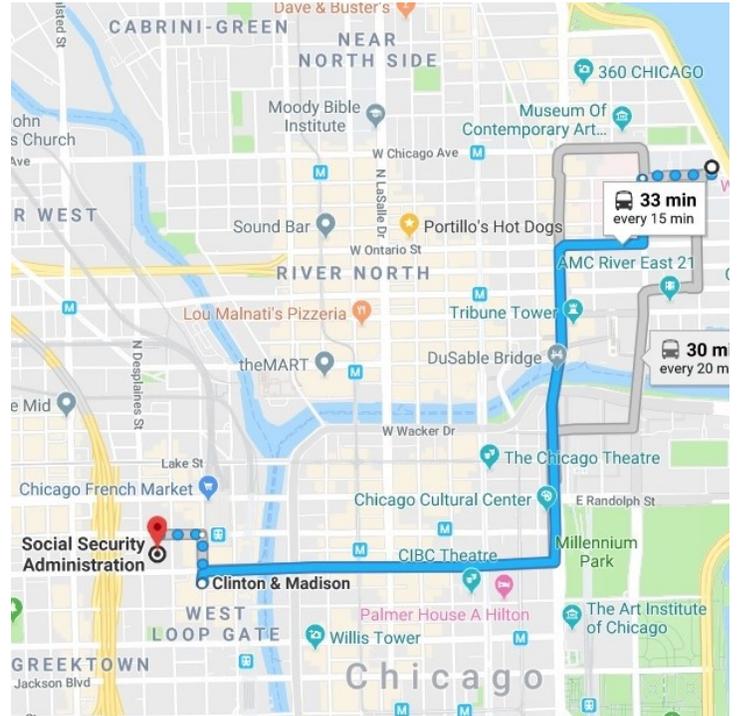
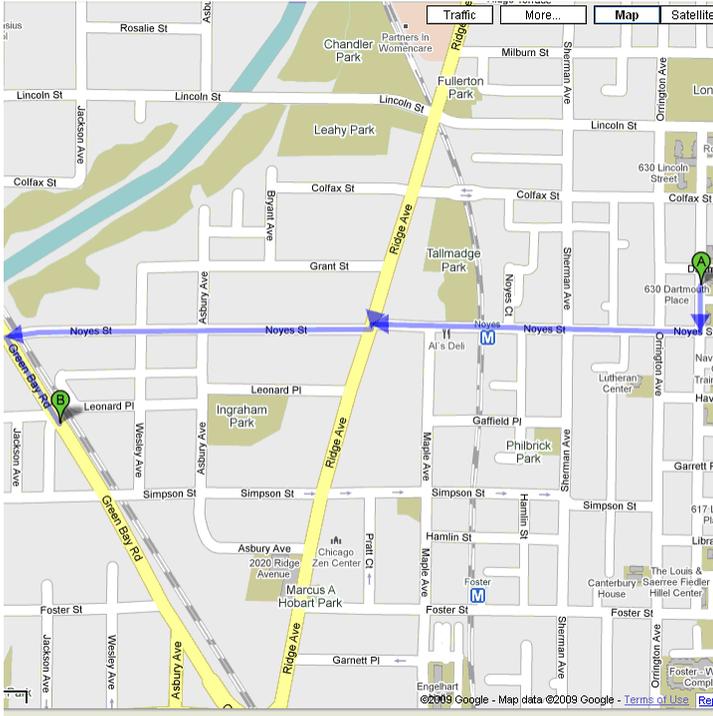
605 W Washington Blvd.

Chicago IL, 60661

Phone: 800-772-1213

Check website for office hours:

<https://secure.ssa.gov/ICON/ic001.do#officeResults>



SAMPLE ON-CAMPUS EMPLOYMENT LETTER

(letterhead)

(Date)

To Whom it May Concern:

This is to certify that (student's name) has been offered, or is already working in, general on-campus employment.

(Describe the nature of the student's job; e.g. teaching assistant, research assistant, library aid, etc.)

Start Date:

Number of Hours/Week:

Employer contact information:

Employer Identification Number (EIN for NU is 362167817)

Student's Immediate Supervisor

Supervisor's telephone number:

Supervisor's Signature (Original)

Supervisors Title