

# Getting a Job and Obtaining a Social Security Number

1. FIRST YOU MUST BE IN THE COUNTRY AT LEAST TEN DAYS AND THEN YOU MAY OBTAIN AN ON-CAMPUS JOB. You can do this by going to the Career Services Office, 203 Horace Mann, and checking available job listings.
2. AFTER GETTING A JOB, make sure you have proof of employment; for example: a student employment contract, employment letter, or GA/TA letter. RETURN TO THE INTERNATIONAL OFFICE WITH PROOF OF EMPLOYMENT and we will issue a letter and a work permit.
3. To get a social security number, ALL STUDENTS MUST HAVE:
  - Birth certificate, work permit (from International office), proof of employment (from employer), passport, visa and I-94 card.  
*-If you have your household register take it as well-*

If you are J-1 you also need:

  - Sponsor letter and DS-2019

If you are F-1 you will also need:

  - Letter from IPSO and your I-20
4. TAKE YOUR ITEMS TO THE SOCIAL SECURITY OFFICE, located at 801 South Broadway, and file for your social security number.
5. After four weeks you may call 1-800-772-1213 or 231-5330 to ask if a social security number has been issued for you.
6. After receiving your Social Security Card in the mail, take it and everything you took to the Social Security Office to Career Services. Then you can fill out the necessary paperwork for the Career Services office.