

## Social Security Card Issuance Guide and Application for Hourly On-Campus Employees

In order to obtain a Social Security Number (SSN) and card, the Social Security Administration (SSA) requires F-1 students to provide proof of valid F-1 status, proof of employment and of work authorization. The following steps must be completed, in the order listed, to apply for a SSN for on-campus employment.

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### 1. Secure an **Authorized On-Campus Student Employment Position**

- You may only proceed with this process and your application after you have applied, interviewed and then been offered an authorized position.

### 2. Obtain an **Offer Letter** from the Department Where You will be Working

- This letter explains that you are a **paid employee** of the company/department.
- Your employer or your immediate supervisor must **download, complete, print and sign** the Career Center's template Offer Letter which can be found on their website at: <http://studentaffairs.unt.edu/career-center/staff-and-faculty/supervisors-guide> **Electronic signatures are not accepted. Letters must be printed on department letterhead.**
- The department you work for should provide you a W-4 Form, Foreign National Form, and a Temporary ID Number.
- You will need to bring the completed and signed Offer Letter to the International Student & Scholar Services Office in Marquis Hall, room 110.

### 3. Obtain an **Original Signature** from the International Student & Scholar Services Office (ISSS)

- Bring your **Offer Letter** (from Step 2) to the ISSS Office.
- Allow **1 business day** for processing your signed Offer Letter.

### 4. Visit a **Social Security Administration Office & Apply for a SSN**

- Take the following documents with you when going to apply:
  - UNT Offer Letter with signatures from your supervisor and ISSS
  - Passport
  - I-20
  - I-94
  - Social Security Card Application

**\*Note: Request a receipt indicating that you have applied for the SSN. You are required to take a copy of the receipt to your department I-9 Input Coordinator or Campus HR prior to employment. The Social Security Card Application Form is available at [www.ssa.gov/online/ss-5.pdf](http://www.ssa.gov/online/ss-5.pdf). The form must be completed in blue or black ink pen. It will take 2-8 weeks before you receive your Social Security Card in the mail.**

### 5. Report SSN to Employer

- Once you have received your Social Security Card, meet with department I-9 Input Coordinator or with Campus HR to update your social security number, and complete the e-Verify process. This process must be completed within 90 days of hire.

Additional Information on the **Denton Social Security Administration Office:**

- The closest Social Security Administration Office to the campus is located at:  
2201 Colorado Boulevard, Denton, TX 76205  
(888) 717-1530 or (940) 387-4504
- Office Hours  
Monday, Tuesday, Thursday and Friday: 9:00 AM – 3:00 PM  
Wednesday: 9:00 AM – 12:00 PM  
Saturday and Sunday: Closed
- Local Directions
  - UNT eTrans Bus (Free with UNT Student ID Card)  
Monday-Friday, 7:30 AM – 5:30 PM

Get on the UNT bus called Colorado Express which stops at the University Union; Take the bus to the Colorado Court/Golden Triangle Mall stop and get off in front of the Macy's Department Store. Then walk to the Social Security Office across the street, down past the Sonic Drive-In fast food restaurant. *(Bus times subject to change at any time.)*

- Denton Connect BUS from UNT (Free with Student ID Card)

Check the DCTA website ([www.DCTA.net](http://www.DCTA.net)) for bus schedules as well as the nearest bus stop of the DCTA Denton's Connect Route #7.

Route #7 bus will take you to the Downtown Denton Transit Center. At the Transit Center you will have to transfer to Route #2.

You will need to get off Route #2 at the SV Colorado @ San Jacinto Blvd. stop. The U.S. Social Security Administration Office will be across the street next to the U.S. Post Office building.

Additional Information Regarding **Social Security Cards/Records:**

- Changing Information on your Social Security Record:

To change the information on your Social Security number record (i.e., a name or citizenship change, or corrected date of birth), you must provide documents to prove your identity, support the requested change, and establish the reason for the change. For example, you may provide a birth certificate to show your correct date of birth. A document supporting a name change must be recent and identify you by both your old and new names. If the name change event occurred over two years ago or if the name change document does not have enough information to prove your identity, you must also provide documents to prove your identity in your prior name and/or in some cases your new legal name. If you were born outside the U.S. you must provide a document to prove your U.S. citizenship or current lawful, work-authorized status.

- Changing Information on your Social Security Record:

Public Law 108-458 limits the number of replacement Social Security cards you may receive to 3 per calendar year and 10 in a lifetime. Cards issued to reflect changes to your legal name or changes to a work authorization legend do not count toward these limits. Exceptions to these limits may also be granted if you provide evidence from an official source to establish that a Social Security card is required.