## Social Security Offices and Info

*Social Security office closest to Austin College:*

**600 East Peyton
Sherman, TX 75090**

*Phone: 1-877-405-3521*

*Check before you go! Office hours change frequently.*

*For office hours or other SSA locations: www.ssa.gov/locator.*

## Important Resources

**Austin College Registrar's Office**

**http://www.austincollege.edu/academics/registrar/**

**Social Security**
Social Security Administration
**www.ssa.gov**

**Social Security taxes**
Publication 519, Section 8
Internal Revenue Service
**www.irs.gov**

**Austin College**

900 North Grand Avenue, Suite 6R
Sherman, Texas 75090-4400

Phone: 903-813-2371
Fax: 903-813-2378
Email: registrar@austincollege.edu

## AUSTIN COLLEGE

# How Do I Apply for a Social Security Card?

## Social Security Cards

*The following is based on information found at www.ssa.gov. It is subject to change without notice and is not to be considered legal advice.*

### STEP I: Proof of employment and work authorization

In order to obtain a Social Security Number (SSN) and card, the Social Security Administration (SSA) requires all F-1 students to provide proof of valid F-1 status, proof of employment and proof of work authorization. Depending on the job, the required documents vary:

**If your first U.S. job is <u>on campus</u>:**

- Have your employer provide you with a letter providing a job description, hours, length of position.
- Submit a letter request to the Austin College Registrar providing the letter from your employer.
- You will be emailed when the final letter is ready for pick up at the Registrar's Office. Take both letters to a Social Security Office. — Proceed to STEP 2.

**If your first U.S. job is <u>Curricular Practical Training (CPT)</u>:**

- Employers letter is not required; the information on page 3 of your CPT I-20 is your proof of employment.
- A Registrar SSN letter will be issued with the CPT I-20.
- You will be emailed when the I-20 and letter are ready for pickup. — Proceed to STEP 2.

**If your first U.S. job is <u>Optional Practical Training (OPT)</u>:**

- When you receive the OPT Employment Authorization Document (EAD), request a SSN letter from the Registrar. You will be emailed when the letter is ready for pickup.
- Employer letter is not required; your I-20 plus EAD meet the work authorization requirements. — Proceed to STEP 2.

### STEP 2: The Social Security Office

Take the documents from STEP 1 and the following to a Social Security Office:

  **Passport    F-1 visa    I-94    Form I-20**

We suggest that you take the originals and a copy of your immigration documents.

At the Social Security Office you will be given a short form to complete and the clerk will check your immigration documents.

The SSN card will be mailed to the address you list on the form, usually within two weeks.

- If you use the Registrar's address, we will email you on the day we receive the card.

### When to Apply

The following are SSA application limits. If you apply too early your application could be delayed or denied.

- Newly arrived — At least 10 days after arrival in the U.S.
- CPT— 30 days or less before the CPT start date
- OPT— On or after the EAD start date

### Identity Theft

Protect your Social Security number! You must show your card to your employer. After that, store it in a safe place. Do not supply your number to anyone unless you are confident your information will be kept secure.

### Replacement Card

If your card is lost or stolen or if your legal name changes, you can obtain a free replacement card. You will need to meet the same qualifications and will follow the same procedures as the original card. If your name changed you will also need proof of that change, such as a marriage certificate or an updated passport.