



## Social Security Application Checklist

Employment is the **ONLY** way to receive a Social Security Number for students with and F-1 or J-1 visa. Follow these steps to apply for a Social Security Number (SSN) OR replacement card:

1. Locate on-campus employment at the:
  - a. Go to the office you are interested in working
  - b. The online job bank at [www.unco.edu/ofa](http://www.unco.edu/ofa) - Click "Job Bank"
    - i. Do NOT apply for jobs the require Work-Study
2. Have employer complete and sign Employer Letter
3. Take Employer Letter to CIE
4. CIE will use information from your employer to write Sponsorship Letter
  - a. Authorizing your employment
  - b. Indicating what work you will be doing, for whom and where

➤ **Allow 2 business days for the letter to be completed**
5. Take the Sponsorship letter to the Social Security Office along with your:
  - a. I-20 OR DS-2019
  - b. Passport
  - c. I-94
  - d. Bear ID Card
6. Request an Acknowledgement Letter from the Social Security Officer who takes your application.
7. Complete form I-9 at Human Resources in Carter Hall Room 2002. Take your:
  - a. I-20 OR DS-2019
  - b. Passport
  - c. I-94
  - d. UNC Bear ID Card
  - e. Acknowledgement letter from SSA
8. Fill in the following information on the form I-9:
  - a. Indicate that you are "an alien authorized to work until" and enter your I-20 or DS-2019 end date
  - b. Enter I-94 number for "Alien # or Admission #"
  - c. Under List A enter Passport information
9. You may begin working at this point.
10. Your Social Security number should arrive within two to six weeks after you apply.

➤ **IF YOU DO NOT RECEIVE YOUR SOCIAL SECURITY CARD AFTER 3 WEEKS COME TALK WITH AN INTERNATIONAL ADVISOR AT CIE.**
11. As soon as your SS card arrives,
  - a. If employed ON campus TAKE THE SS CARD TO HUMAN RESOURCES SO IT CAN BE ENTERED INTO YOUR PAYROLL RECORD. If you fail to report your Social Security number to Student Employment YOU MAY NOT BE PAID. You will also need to complete a Work Authorization from your employer who will be notified by Student Employment.
  - b. If employed OFF campus take your SS Card to your employer

The Social Security Office is located at: 5400 W 11<sup>th</sup> St., Suite A,  
Greeley, CO 80631  
970-353-2192  
800-772-1213

REMEMBER: You **MUST** not work off campus without special authorization. Be sure to talk to CIE if someone offers you a job off campus.

## **Some tips for your application:**

- Do NOT apply until at least two weeks after entering the US. This will ensure that your information is in the Social Security system.
- Be sure to ask for a letter acknowledging your application. Processing your application will take from two to six weeks.
- You can work on campus for up to 20 hours per week when school is in session if you have the SSN Acknowledgment Letter stating that you have applied for your social security card.
- Once you receive your card, Social Security recommends that you carry it ONLY when you need it – identify theft is very common in the United States.
- **GUARD YOUR SOCIAL SECURITY CARD AS YOU DO YOUR PASSPORT. IT MAY BE VERY DIFFICULT TO OBTAIN A REPLACEMENT CARD.**



\_\_\_\_\_ 20\_\_\_\_

To Whom It May Concern:

\_\_\_\_\_, a citizen of \_\_\_\_\_, with a \_\_\_\_\_ VISA is enrolled in \_\_\_\_\_ credits hours at the University of Northern Colorado. S/He has been offered employment on campus and will be employed no more

than 20 hours per week while classes are in session. S/He will be employed at \_\_\_\_\_  
*Building / department/ division*

as \_\_\_\_\_ and is expected to begin work on or about \_\_\_\_\_.  
*Job title* *Start date*

Please assist this student with his/ her application and provide him/her with a letter acknowledging his/her application for a Social Security number. Thank you in advance for your assistance and please feel free to contact me if you have any questions.

Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Box: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Employer number: **846000546**

**Note to the CIE Student Assistant:** Use the above information to complete an SSN Sponsorship Letter