U of SC Aiken
International Programs

How to Apply For a Social Security Card

Please Note: You should wait **at least 10 days** after you enter the United States to apply for a Social Security Card. The Social Security office must receive verification of your legal entry into the USA **before** you can apply for a card.

1. **Obtain** an **Employment Verification Letter** or **CPT I-20**
   - **If you have on-campus employment:** once the Employment Verification Letter is completed by your department, it must be approved and stamped by the Office of International Programs. A template is provided on page 2.
   - **If you are applying for CPT:** your application must first be approved by OIP before applying for a SSN.
2. **Complete the attached application** for a Social Security Card (page 3).
3. **Take** all of these items to the Social Security Office to apply for your card:
   - ☐ Social Security Application
   - ☐ Employment Verification letter or CPT I-20
   - ☐ Passport
   - ☐ Visa
   - ☐ I-20
   - ☐ If you are applying for SSN based on CPT employment, you must first get a new I-20 with your work authorization approved before applying for SSN.
   - ☐ I-94 Card or Copy of Electronic I-94 from https://i94.cbp.dhs.gov/I94/#/home

SOCIAL SECURITY ADMINISTRATION
Application for a Social Security Card

1	**NAME** TO BE SHOWN ON CARD	First	Full Middle Name	Last
	FULL NAME AT BIRTH IF OTHER THAN ABOVE	First	Full Middle Name	Last
	OTHER NAMES USED			

2 Social Security number previously assigned to the person listed in item 1 ☐☐☐ – ☐☐ – ☐☐☐☐

3	**PLACE OF BIRTH** (Do Not Abbreviate) City State or Foreign Country	Office Use Only FCI	**4**	**DATE OF BIRTH** MM/DD/YYYY

5 **CITIZENSHIP** (Check One)   ☐ U.S. Citizen   ☐ Legal Alien Allowed To **Work**   ☐ Legal Alien **Not** Allowed To Work(See Instructions On Page 3)   ☐ Other (See Instructions On Page 3)

6 **ETHNICITY** Are You Hispanic or Latino? (Your Response is Voluntary)   ☐ Yes   ☐ No

7 **RACE** Select One or More (Your Response is Voluntary)   ☐ Native Hawaiian   ☐ Alaska Native   ☐ Asian   ☐ American Indian   ☐ Black/African American   ☐ Other Pacific Islander   ☐ White

8 **SEX**   ☐ Male   ☐ Female

9	**A. PARENT/ MOTHER'S NAME AT HER BIRTH**	First	Full Middle Name	Last
	B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER (See instructions for 9 B on Page 3)	☐☐☐ – ☐☐ – ☐☐☐☐ ☐ Unknown		

10	**A. PARENT/ FATHER'S NAME**	First	Full Middle Name	Last
	B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER (See instructions for 10B on Page 3)	☐☐☐ – ☐☐ – ☐☐☐☐ ☐ Unknown		

11 Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before?
☐ Yes (If "yes" answer questions 12-13)   ☐ No   ☐ Don't Know (If "don't know," skip to question 14.)

12	Name shown on the most recent Social Security card issued for the person listed in item 1	First	Full Middle Name	Last

13 Enter any different date of birth if used on an earlier application for a card   MM/DD/YYYY

14 **TODAY'S DATE** MM/DD/YYYY   **15** **DAYTIME PHONE NUMBER** Area Code   Number

16	**MAILING ADDRESS** (Do Not Abbreviate)	Street Address, Apt. No., PO Box, Rural Route No.
		City State/Foreign Country ZIP Code

I declare under penalty of perjury that I have examined all the information on this form, and on any accompanying statements or forms, and it is true and correct to the best to my knowledge.

17 **YOUR SIGNATURE**

18 **YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:**
☐ Self   ☐ Natural Or Adoptive Parent   ☐ Legal Guardian   ☐ Other   Specify

DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)

NPN			DOC	NTI	CAN		ITV
PBC	EVI	EVA	EVC	PRA	NWR	DNR	UNIT

EVIDENCE SUBMITTED	SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW
	DATE
	DCL DATE

Employment Verification Letter Instructions

Instructions for Student:

1. Take pages 4 – 5 of this application to your hiring department.
2. Once your department provides you with the employment verification letter, bring it to ISS
3. ISS will stamp your employment verification letter
4. Take the completed and stamped employment verification letter (along with your other documents) to the Social Security Administration

Instructions for Hiring Department:

1. The Employment Verification Letter must be completed by the department hiring the student, and it must be typed and printed on **the department's USC letterhead.**
2. Before going to the Social Security Office, students must have the Employment Verification Letter **approved and stamped by International Student Services.**
3. The job description is a one sentence description of the daily duties of the job.
4. If you do not know the university's Employer Identification Number (EIN), leave this field blank. ISS will fill it in when the student brings it to be stamped.
5. The letter must include the signature of the department contact.
6. The letter should be in the exact format of the template letter below.

Date: _____

To Whom It May Concern:

This letter is evidence of on-campus employment for the following F-1 student. If you should need more information pertaining to this student or the job description, please use the employer contact information below.

Student Information:

Name of student:_____

Student's job title: _____

Job description:

Anticipated or actual employment start date: _____

Employer Identification Number: _____

Employer Contact Information:

Name of department contact: _____

Title of department contact: _____

Telephone number: _____

Signature of department contact: _____