



## Social Security Card Issuance Guide and Application

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.

### 1. Secure an Authorized 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 Employment Letter from the Department Where You will be Working

- This letter explains that you are a **paid employee** of the company/department.
- The department you work for should provide you a W-4 Form, Foreign National Form, and a Temporary ID Number.
- You will need to email the completed and signed Employment Letter to the International Student & Scholar Services Office at [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu).

### 3. Obtain a Work Authorization Letter from the International Student & Scholar Services Office (ISSS)

- Complete the Social Security Number Letter Request via [iNorthTX](#)
- Allow **3 days** for processing your Work Authorization Letter, you will be notified by email when it is ready.
- **Please Note:** *Our office may complete your Social Security Work Authorization as a courtesy, however, you may have issues obtaining your Social Security card if you have a "tentative" start date written on your offer letter or if it has not been physically signed in ink by your supervisor. Please follow-up with your supervisor if necessary to have this corrected. Electronic signatures will not be accepted by the Social Security Administration Office.*

### 4. Make an appointment with a Social Security Administration Office & Apply for a SSN

- After receiving your Social Security Letter, please gather all of the required documents and make an appointment with the [Social Security Office](#) to complete your Social Security process. You can complete the Social Security application [online](#) and take it with you to the office.
- Suggested documentation:
  - UNT Department Employment Letter (*From the Department you work for on campus.*)
  - Work Authorization Letter (*From ISSS Office.*)
  - Passport
  - I-20
  - I-94
  - [Social Security Card Application](#) - *This form must be completed in blue or black ink.*
  - *For a complete listing of documents and the nearest Social Security Office address, please click [here](#).*

***\*Please Note: Request a receipt indicating that you have applied for the SSN. Once your request is processed by the SSA, your card will be sent to you by mail. If you are a newly admitted student, your SEVS record has just been registered with the university. It may take up to 30 days for this to reflect in the Social Security Administration office database. We do not have a method to check this system and you we recommend waiting at least 3 to 5 business days before attempting to apply for your social security card.***



## 5. Report your SSN to your Employer

- If you are working on campus at UNT, once you receive the Social Security Card, send a secured email to [I-9Central@untsystem.edu](mailto:I-9Central@untsystem.edu) from your UNT email address with the following information. You will receive an email with next steps after you send:

**Subject Line:** #Secure Social Security Card Received

**Email Body:** My name is (input your name) and my ID is (input your ID). At time of my hire, I did not have a social security number. I now have my social security number and would like to amend my I-9

**Signature:** Your Name

- If you are working off campus, please contact your employer for next steps.

### 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.
  - 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.