

# GETTING YOUR SOCIAL SECURITY CARD



Any F-1 or J-1 student who is employed by LSU or who has received authorization from International Student Services and USCIS to work in the US must apply for a Social Security Number (SSN).

## STEP #1



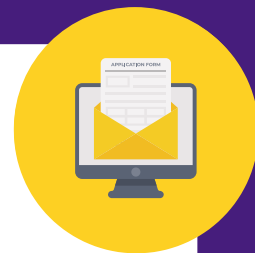
Wait at least 10 days after completing your International Student Services check-in before applying for a Social Security Card.



## STEP #2

Collect the immigration and employment documents necessary to apply. For the full list, visit our Knowledge Base at this link.

## STEP #3



After you receive your signed DSO letter from International Student Services, complete the online application on the SSA website.

*Note: When using the online Social Security number application, the site allows you to schedule an appointment to bring your documents.*

## IMPORTANT !!!

If you do not make an appointment during completion of the online application, you must still make an appointment to bring your documents. Contact 1-800-772-1213, or your local Social Security office for an appointment before visiting.

Walk-ins are not accepted

## STEP #4



After completing the online application, double-check which documents you need to bring to your appointment. You can review the SSA's publication for international Students here.

*There is no charge to apply for a Social Security card.*



## STEP #5

Bring all required documents to the SSA office at your designated appointment time.

Location: 5455 Bankers Avenue, Baton Rouge, LA, 70808

## STEP #6



Once your application is approved, you'll receive a Social Security card with your number on it by mail within 14 days. Your card will be mailed to the address you specify on your Social Security application.

Once you receive your SS Card:

- Provide a copy to LSU's payroll office in 204 Thomas Boyd Hall.
- Notify your employer and bank.
- Keep your SS Card in a safe, secure place with your immigration docs.