

How to apply for a Social Security Card

Step 1: Apply for on –campus employment and secure a job. (Financial Aid Office)

Step 2: Receive a letter from the International Student Coordinator.

Step 3: Receive a letter from the employer verifying the employment.

The letter must contain the following information and must be printed on the letterhead paper.

- identity of the student employee
- job description
- anticipated or actual employment start date
- number of hours the student is expected to work
- employer identification number (58-0964652)
- employer contact information, including the telephone number and the name of the F-1 student's immediate supervisor
- original signature
- signatory's title
- date

Step 4: Apply for a Social Security Number at the Social Security Administration.

Albany Office – Albany Towers
Suite 500, 235 W. Roosevelt Avenue, Albany, GA
(229) 430-8400

Take the two letters, your passport, visa, I-94, and I-20 to the Social Security office. You can obtain the application form at the office. The office is open Monday-Friday (except holidays) 8:30 a.m.-3:30 p.m. It is best to go there before 3:00 p.m. You cannot mail the application. You will get the card in the mail in 2-6 weeks. If you do not receive the card within 6 weeks after you apply, call the office or go there.

Step 5: Begin working on-campus.

You may work while the application for the SSN is being processed. Employers may wish to access the SSA's fact sheet at <http://www.socialsecurity.gov/employer/hiring.htm> for additional information.

Step 6: When you receive the Social Security card, submit a copy of the card to the International Student Coordinator.

International Student Services
Darton College
2400 Gillionville Road,
Albany, GA 31707
(229)317-6924