

Apply for a Social Security Card

What is a social security card? A federal identification number, unique to each individual.

Who needs one? Everyone living in the United States, citizens and international guests, MUST apply for a social security card before employment can begin.

Can I work without a social security card? NO. You may work AFTER you've applied.

How do obtain a social security card?

Take the following documents to the Social Security Office

1. A written job offer letter from the employer on IWU letterhead paper that contains:
 - a) Name of your position
 - b) Department/office for which you will be employed
 - c) Your start date, at least 1 week away. The application must be made BEFORE the start date.
 - d) Number of hours/week you will work
 - e) This letter must be printed THEN signed; electronic signatures are not accepted
2. A completed Social Security Application (Google, complete and print the application)
3. Printed copy your I-94
4. Passport
5. Most recent I-20 or DS-2019
6. Letter from the International Office that you are in good status with your visa. This will be written for you AFTER you bring your employment offer letter to us.

Social Security Office 207 N Williamsburg Dr, Bloomington Hours: 9a-4pm M, T, Th, F, Wednesday 9a-12pm

How do I get to the SS Office? I will take students in groups during the first 2 weeks of classes.

NOTE: It is critical that you keep your SS number private; it can be used to steal your identity.

You will be paid once the Financial Aid Office has a copy of your SS card. Always keep your SS card in your Important Documents folder.

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