

How to apply for a SOCIAL SECURITY NUMBER (SSN)

STEP 1

- Confirmation of an on campus part-time employment or CPT employment.
- Ask the hiring employer to write a brief letter on their company letterhead as outlined on page two.
- Tell your ISSE Immigration Advisor about your new employment opportunity.
- Request for the ISSE Immigration Advisor to write you a Letter of Endorsement.
- Complete a Social Security Application Form SS-5 (attached here).

STEP 2

Please collect the following items:

- Passport (valid for at least 6 months)
- Original F-1 Visa (this should be inside of your passport)
- Copy of latest I-94 form
- Current I-20 with valid signatures
- Letter from employer
- Letter of Endorsement from your Immigration Advisor
- Completed SSA application form

STEP 3

- Take all the collected items to the Social Security Administration Office.
- Doors open at 9:00am, but it is recommended to arrive no later than 8:30am.
- When the doors open, stand in the line for “New SSN Application.”
- Request a verification receipt of your application after it has been processed.
- The Social Security Card should arrive in the mail within two weeks or less.

Social Security Administration Office
550 Commerce Drive
Lakeland, FL 33813

STEP 4

- Present the Social Security card to Human Resources for review.
- Present your card to the ISSE Immigration Advisor.

Southeastern University's Federal ID is 59-0722789

NOTE : Please remember that this is your official Federal US Identification Number, and you must guard your SSN card carefully! Please refrain from giving out your SSN number over the phone unless you can verify their credentials.