

Social Security Card

Everyone is required to have a Social Security Number (SSN) in order to work in the U.S. You may not apply for a SSN until you have been offered employment, meaning you have received an offer letter. Once you have the offer letter, then you may begin the application process for an SSN.

The offer letter must be on IWU letterhead and may not have an electronic signature by the supervisor - it must be an original, wet-ink signature. The position title, number of hours per week you will work, and a start date should be included on the offer letter.

Application Process

1. After receiving a job offer from an on-campus employer, submit an electronic copy of the offer letter via the [International Office Receive Link](#) and include a note in your submission requesting an SSN support letter from the International Office.
2. Begin the [SSN electronic application](#).
 - a. You will apply as a **Legal Alien Allowed to Work**.
 - b. Save the verification code when you have completed the electronic application.
3. Once you have received the support letter from the International Officer, you may then visit the Social Security Administration office (SSA). Bring the following documents with you:
 - a. Passport book/visa stamp
 - b. I-20 or DS-2019
 - c. Copy of [I-94](#)
 - d. Job offer letter
 - e. International Office support letter
 - f. SSN Application verification code
4. After your application has been approved by the SSA, bring the paper copy of your receipt to the Financial Aid Office.
5. Complete remaining employment paperwork in the Financial Aid Office.
6. Begin work!

NOTE: You do not need to have the physical Social Security Card in order to begin work, but you do need the receipt showing the SSA has approved your application. Once you receive your Social Security Card, you must bring it to the Financial Aid Office to complete any remaining items.

Getting to the Social Security Administration office (SSA)

The SSA is open Monday through Friday from 9:00 AM - 4:00 PM. They are closed on all federal holidays. The SSA office does not allow visitors to bring food or drink into the building.

The local SSA is located at 328 Susan Dr., Suite 100, Normal, IL 61761. The SSA building is near the Walmart just off of Veterans Parkway in Normal, IL. Students can take the [Connect Transit](#) bus system to the SSA office for free when they present their IWU student ID card to the bus driver. The Connect Transit Red Express route stops at the SSA building's intersection.