



Office of Global Engagement

Immigration Services

Obtaining a Social Security Number

If your visa status permits you to work in the United States and you decide to pursue employment you will be required to obtain a U.S. social security number. However, remember the following:

- A. You should first secure an offer of employment before requesting a social security number.
- B. Once you have a social security number, it will never expire. Even if your employment is discontinued or you leave the United States for a few years and return, you will keep the same number.

For additional information you may visit the [Social Security Administration's \(SSA\) website](#) at or call 800-772-1213.

To obtain a social security number (SSN) for employment purposes-

1. Gather the following documents
 - a. Valid passport
 - b. SEVIS I-20 or DS-2019
 - c. Second piece of identification, such as student ID, UGA ID, driver's license, etc.
 - d. Most recent I-94: <https://www.cbp.gov/travel/international-visitors/i-94>
 - e. A letter obtained from the Office of Global Engagement, and then signed by your employer
 - i. Log into compass.uga.edu and select F-1 Student Services, Social Security Letter Request. We will process the request in 2-3 business days. We will email the letter to your supervisor, who should print a hard copy and provide an original, wet signature on it for you to take to the Social Security Administration office.
2. Complete the online application for the SSN. Once completed you can schedule an appointment at their office. You should bring a print copy of the online application.
 - a. Go to ssa.gov
 - b. Scroll down to Number & card section
 - c. Select "Request number for the first time"
 - d. Answer two questions:
 - i. Are you over 18 (yes)
 - ii. Are you a US citizen (No)
 - e. Complete and submit the online application
 - f. Print a copy to bring to the SSA office in Athens
 - g. Call 866-964-3294 to make an appointment
3. Before you leave the SSA, ask for a receipt for your application. The card containing your SSN will arrive by mail about 10 days after you apply.
4. Contact Susan Caldwell, International Tax and Payroll, for questions regarding payment and or International Taxes/Treaty information. susanc@uga.edu