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. If you accept an offer of employment and get a Social Security Number as a benefit of that employment, please conduct yourself professionally and honor your commitment to the position you have accepted.
C. 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 UGA employment purposes-

1. Apply for a Social Security Letter Request on https://compass.uga.edu
   Immigration Services will create the letter, send it to your direct supervisor who should print and sign the letter
2. Gather the following documents and make copies of each to bring with you to your appointment:
   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. Original Social Security Letter signed by your direct supervisor
3. Print and fill out the application for a SSN: https://www.ssa.gov/forms/ss-5.pdf
4. Call to make an in-person appointment at the Social Security Administration (SSA) Social Security Administration Federal Building
   Phone number: 1-866-964-3294
   Address: 1650 Prince Avenue, Athens, GA 30606-30627
5. 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.
6. Contact Susan Caldwell, International Tax and Payroll, for questions regarding payment and or International Taxes/Treaty information. susanc@uga.edu

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