



### **How to Apply for a Social Security Number**

International Students may only obtain a social security number when you have secured employment. To obtain a social security card, you must:

1. Obtain an employment letter from your supervisor, on company letterhead stating:
  - Identity of student employee
  - Job description
  - Anticipated or actual employment start date
  - Number of hours the student is expected to work
  - Employer Identification Number (EIN)
  - Employer contact information, including the telephone number and the name of the F-1 student's immediate supervisor
  - Original signature
  - Date
  - Employee sample letter link below:  
<http://www.butler.edu/international/websnap/documents/SocialSecurityEmployerLetter.doc>
2. Take your employment letter to the Office of International Student Services (AU004) and receive an additional letter from the OISS stating your immigration status.
3. Complete the Social Security Card Application (Form SS-5) (<http://www.ssa.gov/online/ss-5.pdf>)
4. Take both letters, your I-20/DS-2019, I-94 card, Passport, Visa, Student ID, and the completed Application to the Social Security office:

575 N PENNSYLVANIA ST, ROOM 685  
INDIANAPOLIS, IN 46204

Hours:  
MONDAY - FRIDAY: 9:00 AM - 4:00 PM  
Except Federal Holidays