

# GETTING YOUR SOCIAL SECURITY CARD



Any F-1 or J-1 student who is employed by LSU or who has received authorization from International Student Services and USCIS to work in the US must apply for a Social Security Number (SSN).

## STEP #1



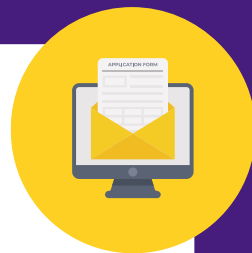
Wait at least 10 days after completing your International Student Services check-in before applying for a Social Security Card.



## STEP #2

Collect the immigration and employment documents necessary to apply. For the full list, visit our Knowledge Base at this link.

## STEP #3



After you receive your signed DSO letter from International Student Services, complete the online application on the SSA website.

*Note: When using the online Social Security number application, the site allows you to schedule an appointment to bring your documents.*

## IMPORTANT !!!

If you do not make an appointment during completion of the online application, you must still make an appointment to bring your documents. Contact 1-800-772-1213, or your local Social Security office for an appointment before visiting.

Walk-ins are not accepted

## STEP #4



After completing the online application, double-check which documents you need to bring to your appointment. You can review the SSA's publication for international Students here.

*There is no charge to apply for a Social Security card.*



## STEP #5

Bring all required documents to the SSA office at your designated appointment time.

Location: 5455 Bankers Avenue, Baton Rouge, LA, 70808

## STEP #6



Once your application is approved, you'll receive a Social Security card with your number on it by mail within 14 days. *Your card will be mailed to the address you specify on your Social Security application.*

Once you receive your SS Card:

- Provide a copy to LSU's payroll office in 204 Thomas Boyd Hall.
- Notify your employer and bank.
- Keep your SS Card in a safe, secure place with your immigration docs.