



Obtaining a Social Security Number

Upon arriving in the USA, you must wait a recommended (by DHS) 10-day waiting period before you become eligible to apply at the Social Security Administration office for your card.

1

GET A LETTER OF EMPLOYMENT



Any on-campus office/department at Texas Tech that would like to employ an F-1 student must provide a letter of employment for you

2

Email your employment letter to your International Student Advisor

After you receive your employment letter from TTU. Then **EMAIL** this letter to your International student advisor and request a status confirmation letter.

NOTE: Your International advisor will also provide you with an updated I-20 at this time



3

Request Social Security Number for the First Time



Before you go to the Social Security Office you need to go online and request a Social Security Number for the first time. Submit your SSN (Social Security Number) application request online and print out the application receipt (make sure you have the "Online Control Number" on the receipt)

4

GO TO THE SSN OFFICE

Take the mandatory documents to the Social Security Office in Lubbock to apply for your Social Security card. (appointment not required)

- Original Employment Letter from TTU employer
- Original status confirmation letter issued by your Intl. student advisor
- Newly issued I-20 (DS2019 for J1's)
- Passport
- A printed copy of your I-94
- Your Online Control Number from your SSN application request (Step 3)

5

WAIT FOR YOUR NEW CARD!

The card will be mailed to you. Once you receive the new card show it to your employer and the registrar to update the employment record and your tax information. You will need to meet with your department and the Human Resources Office for permission to work while you are waiting for your new card.

TIPS

SSN: Social Security Number
Lubbock SSN Office Address
5825 16th Street Lubbock Tx
Bus Route to SSN Office -
#19, #12 & #50



Learn more at

ttu.edu/international/issf1/socialsecurityapplications