

# GETTING YOUR SOCIAL SECURITY CARD



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

## STEP #1



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



## STEP #2

Collect the immigration & employment documents necessary to apply. For the full list, visit [www.lsu.edu/intlpro/is/current-students/social\\_security](http://www.lsu.edu/intlpro/is/current-students/social_security)

## STEP #3



After you receive your signed DSO letter from International Services, call the SSA office to request an appointment: (866) 613-3070.

*Note: The process from setting your appointment to receiving your SS Card can take up to a month so plan accordingly.*

## IMPORTANT !!!

Be sure to check that your voicemail feature is set up on your phone. The SSA office will call within 24 hours following your initial request. They will call you 3 times & if you do not answer, you will be taken off the appointment request list & you will need to start the process over.

## STEP #4



Answer the SSA office call to confirm your appointment. They will call from (225) 929-9709.

*Note: This is their outgoing number so you will not be able to call them back at this number. You will have to use the 866 number (see step 3).*



## STEP #5

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

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

## STEP #6



Once you receive your SS Card:

- Notify LSU's payroll office in 204 Thomas Boyd Hall & provide a copy
- Notify employer & bank of your SSN
- Keep your SS Card in a safe, secure place with your immigration docs