

How to apply for a Social Security number

1. You may obtain a social security card authorization letter from the UTC ISS Office by following the instructions below:

- 1) You must be enrolled full-time according to F-1 regulations.
- 2) You must submit the immigration information sheet to ISS Office and be registered in SEVIS.
- 3) You must have a valid passport, I-20, and I-94.
- 4) You must have **an official letter from the department** hiring you on the office letterhead with the departmental signature of the supervisor.
- 5) Bring the department letter to the UTC ISS Office.

Processing the ISS letter will take two working days.

2. Once you received a letter from UTC ISS office...

You will receive a letter addressed to the Social Security Office here in Chattanooga. Take the letter from the department and the letter from the ISS Office along with all your immigration documents and passport (I-20, I-94, and visa).

3. Who does NOT qualify for a social security number?

1. F-1 students who do not have a graduate assistantship or on campus employment offer.
2. Students who are changing visa status to F-1.

4. Important

- 1) **Do not go to the Social Security Office without going through this process. A card will not be issued without the above-listed letters.**
- 2) **The UTC Payroll Office will not process a new hire for payment without a social security number. (This means, do not begin work without completing the above process and providing the social security number to the UTC Payroll Office)**

[Hiring UTC Department: A template for an official letter from the department hiring international students.]

Please print on your department letter head, and provide a letter with the original signature.

Date

To Whom It May Concern:

This is to certify that (student name) has been offered, or is already working in, general on-campus employment as a (describe exactly the job duties and title) to begin (actual date of employment), 2016, for (# of) hours per week in the (give department name).

Employer contact information:

UTC EIN: 62-600-1636

(Name of direct supervisor, title, and telephone number.

Employer Signature: _____

Title: _____

Phone: _____

Email: _____

Date: _____