

## **TO APPLY FOR A CARD**

Must have a letter and Employment Verification Form from hiring department. **International students can only receive a social security card if they have received on-campus employment.**

Make letter from OISS:

- I-drive (InterStudentsScholars)/OISS/Students-current/Social Security/A letter for both offices.
- Change date and student name
- Print on our letterhead
- Save as: I-drive (InterStudentsScholars)/OISS/Students-current/Social Security/FA17 Letters/Last name, First name

Make a copy of both letters and verification form

Give packet to student: (located in the black bin in Lori's office)

- SS Application – must be filled out PRIOR to arriving at SS office!
- General info sheet
- Both letters and verification form
- Instruction Slip: Point out it says to take with them visa/passport, I-94, and I-20

Explain to student:

- If going to Effingham, office hours are Mon/Tue/Thur/Fri 9:00-4:00, arrive before 3:30 and groups need to call ahead.
- They take all of this to SS Office and they will give them a receipt. They need to bring this receipt back to us.

## **WHEN STUDENT BRINGS IN RECEIPT**

- Make 2 copies of receipt, send them to Payroll with their original
- Tell them card will come to our office and we will email them when it arrives
- Assign a temporary SS # in notebook (top drawer by black bin in Lori's office) and enter this # in SPAIDEN (do this immediately as Payroll will be expecting it to be there)

## **NEW CARDS ARRIVING IN MAIL**

- Please email student card has arrived and come to office to pick it up

## **PICKING UP A CARD**

- Have them sign card
- Make 2 copies of card (one copy goes in Registrar envelope, other copy goes with our paperwork for them)
- Tell them to take the original card to Payroll
- Enter # in SPAIDEN (deleting temporary #)

## **SOCIAL SECURITY OFFICE LOCATIONS**

### **Effingham**

1207 Network Centre Dr. #2  
(815) 213-5288

### **Champaign**

101 S. Country Fair Dr.  
(800) 772-1213