



Mailing Address:
Office for International Programs
Loyola University Chicago
1032 W. Sheridan Rd.
Chicago, Illinois 60660

Contact Information:
intlcntr@luc.edu
Sullivan Center 206
p (773) 508-3899 | f (773) 508-7125

Obtaining a Social Security Card Instructions for F-1 Students

NOTE: Please obtain a letter from your **Prospective Employer** before requesting a letter from the Office for International Programs. Please make sure letter is on the company's letterhead.

A student with an F-1 visa may obtain a Social Security Card if they have received...

1. **An offer for an on-campus job;**
2. **An I-20 with Curricular Practical Training (CPT) authorization; and**
3. **An Employment Authorization Document (EAD).**

After receiving a letter from your Prospective Employer (for on-campus employment or CPT) or your EAD card, please request a letter of support from OIP. Once you have received this, bring the following items to the Social Security Administration Office:

1. Letter from the OIP
2. **If you will be working on campus:** The offer letter from your prospective employer
3. **If you will be working on CPT:** Your SEVIS I-20 with CPT authorization from OIP
4. **If you will be working on OPT:** Your EAD from the U.S. Citizenship and Immigration Services
5. Passport containing the Form I-94 (small white card)
6. Current Form I-20
7. **Proof of your current address**, which may be a rental contract, a utility bill for phone or electricity in your name, or an envelope with your name on it that you have received at your current address.

To learn when the Social Security Administration office is open, you can call 1-800-772-1213.

The Office for International Programs highly recommends using the Social Security Office located on the south side of the downtown "Loop." The office address is **77 W. Jackson Boulevard**. It can be easily reached by taking the red line subway ("El") to Jackson Street.



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REQUEST FOR LETTER OF ENROLLMENT

Please use one Request for each letter you need.

Today's Date: _____

Last Name:

First Name:

Loyola ID Number:

SEVIS ID Number:

Date of Birth:

mm/dd/yyyy

Major:

Sex: Male Female

Street Address:

City:

State:

Zip Code:

Email Address:

Phone #:

Please mail me the letter.

I will pick up the letter from the Office for International Programs.

Letter needed for:

- Visa (F1) renewal application
- Visa (J1) renewal application
- Change of status application
- Social Security Number

You must have a job to get an SSN. Also include a copy of your offer letter.

Temporary Driver's License

Do you already have a social security number? Yes No

Bank Account

Other, explain: _____

If your letter is for Visa purposes, please include the country to which the letter to the U.S. Consulate/Embassy should be addressed (i.e. Jakarta, Indonesia, etc.):

Notes: