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

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.
Format for ON CAMPUS work only. Please put on Loyola University Chicago Letterhead. For off campus (CPT) work, provide your offer letter on your company’s letterhead.

Social Security Administration
77 W. Jackson Blvd
Chicago, IL

To Whom It May Concern:

This is evidence of on-campus employment for: (Name of Student)

Nature of student’s job:

Start Date: Number of Hours/Week:

Employer contact information:

Loyola’s EIN (36-1408475)
Employer Telephone Number
Student’s Immediate Supervisor: (Name)

Employer signature (Original):

Signatory’s Title:

Date:
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 you 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: