

Getting your Social Security Card

Why do I need a Social Security Number?

Any F-1 or J-1 student who is employed by LSU or who has received a work authorization from International Student Services (ISS) or USCIS to work for another employer in the U.S. must apply for a Social Security number (SSN). This number helps to ensure that you are paid, can apply for a bank account, file taxes, etc. Getting your SSN can take a month, so **be sure to apply as soon as you have all of the required documentation.**

Before applying for an SSN, you need to be in the U.S. for a minimum of 10 days after reporting your arrival to International Student Services.

Step 1: Report your arrival

U.S. Immigration regulations require F-1/J-1 students report their arrival to the school as soon as possible upon entry to the United States. Students must be physically in the United States to complete the SEVIS Check-In because the e-form requires students to upload various documents, one of which is only obtained after being granted entry to the United States.

At LSU, to meet the reporting requirement, students must complete the SEVIS Check In e-form.

What you need to do:

1. Go to the iTiger portal and log in with your LSU credentials (username & password).
2. Navigate to and click on the "SEVIS Check-In" option (second point in the sidebar).
3. Upload the following documents to the form:
 - a. Electronic copies of your current status documents (passport bio page with picture and expiration info, most recent F-1 or J-1 visa stamp page, most recent I-94 or I-797)
 - b. Your local (physical) address in the United States
 - c. Your home country emergency contact information
 - d. Your U.S. emergency contact information (if you have one)
4. Click the "Save Draft" button to complete the form later, or click "Submit" when you are done.

Please remember: Not having an active/validated SEVIS record will put you out of your lawful student status. If you submit any other requests to International Student Services (like your DSO letter request for your SSN), ISS will not be able to process those requests until the SEVIS Check-in Form is completed.

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Step 2: Wait 10 Days before applying

Before applying for an SSN, you need to be in the U.S. for a minimum of 10 days after reporting your arrival to International Student Services.



Step 3: Collect all Documents in the meantime (F-1)

Before scheduling an appointment with the Social Security Administration (SSA) office, make sure to collect all of the necessary immigration and employment documents. The documents that you need depend on your student status. **All documents must be Originals;** photocopies, notarized copies, or copies showing that you applied for the required document are not accepted.

ALL F-1 Students

- Original, unexpired, and most recent I-20
- Original, unexpired passport
- Most recent I-94 or I-797
- Proof of employment and/or employment authorization

For F-1 Student Workers

- **DSO letter:** original, official on-campus job offer letter from the hiring department, and authorization from International Student Services

F-1 Graduate Assistants

- A graduate assistantship job offer letter with details of your appointment (remember to put your signature, if the letter requires it)
- DSO letter: original, official on-campus job offer letter from the hiring department, and authorization from International Student Services

F-1 students on OPT

- Valid EAD card issued by USCIS

F-1 students approved for CPT

- Valid CPT Authorization listed on page 2 of your original I-20

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Step 3: Collect all Documents in the meantime (J-1)

J-1 Students

- Original, unexpired, and most recent I-20
- Original, unexpired passport
- Most recent I-94 or I-797
- Original J-1 program Sponsor Letter
 - If your DS-2019 was issued by LSU, you can complete the [Sponsor Letter Request](#) online.
 - If your DS-2019 was not issued by LSU, you must request the sponsor letter from your J Program Sponsor.



Step 4: Request your DSO letter (F-1 students)

1. Share the [Template Letter for Combined Employment Authorization \(LSU Hiring Department and ISS DSO\)](#) with your LSU on-campus employer.
2. The LSU department or office that is hiring you must complete the top portion of the letter, and the letter must be printed on LSU letterhead with an original (wet) signature.
3. Bring your original letter, with the top portion completed, to ISS (101 Hatcher Hall).
4. Complete the DSO Letter Request form, which is accessible from the [iTiger Portal](#) (under "Immigration Check in").
5. Wait for an email from ISS when your documents are ready for pick up.



Step 5: Online Application with the SSA

- After you receive your signed DSO letter from ISS, complete the [online application](#) on the SSA website.
- Once you complete the application, you are able to self-schedule an appointment.
- Make sure your appointment is scheduled within 45 calendar days of submitting your application.

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Step 5: Online Application with the SSA - Cont.

IMPORTANT:

- If you do not make an appointment during your online application, you must still make an appointment to bring your documents.
- Contact 1-800-772-1213, or your local Social Security office for an appointment before visiting.
- **Walk-ins are not accepted.**



Step 6: Double-check your documents

Before you go to your appointment, make sure to **double-check whether you have all the documents that are required** to complete your application at the SSA office. You can **review the requirements** for international students [here](#).



Step 7: In-Person Appointment at the SSA office

- Bring all required documents to the [SSA office](#) at your designated appointment time.
- **Be on time.**
- Location: 5455 Bankers Avenue, Baton Rouge, LA, 70808



Step 8: Approval

- Once your application is approved, you'll **receive a Social Security card** with your number on it **by mail within 14 days** to the address you specify on your application.

CONTACT US

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Step 9: Next Steps

- Once you receive your Social Security Card/Number:
 - Provide a copy to LSU's payroll office in 204 Thomas Boyd Hall to ensure that you receive your paycheck on time
 - Notify your employer and bank
 - Keep your card in a safe, secure place at home, along with your immigration documents
 - Do NOT carry your Social Security card in your wallet, since this might create an opportunity for identity theft



How much does it cost to get a Social Security Card?

- The application for a Social Security Card is free of charge



How do I get a replacement card?

- You may not need to replace your card if you know your Social Security number. In most cases, a physical card isn't necessary
- The fastest way to get a replacement card is to [start your application online](#). Your local Social Security office cannot print one for you

REMEMBER!

- If you need additional guidance, feel free to visit the GCC — we're happy to walk you through the process. You can also email us at icc@lsu.edu with any questions!
- You can **print all your documents for FREE** at the GCC Computer Lab.

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DIRECTIONS TO THE SOCIAL SECURITY ADMINISTRATION OFFICE

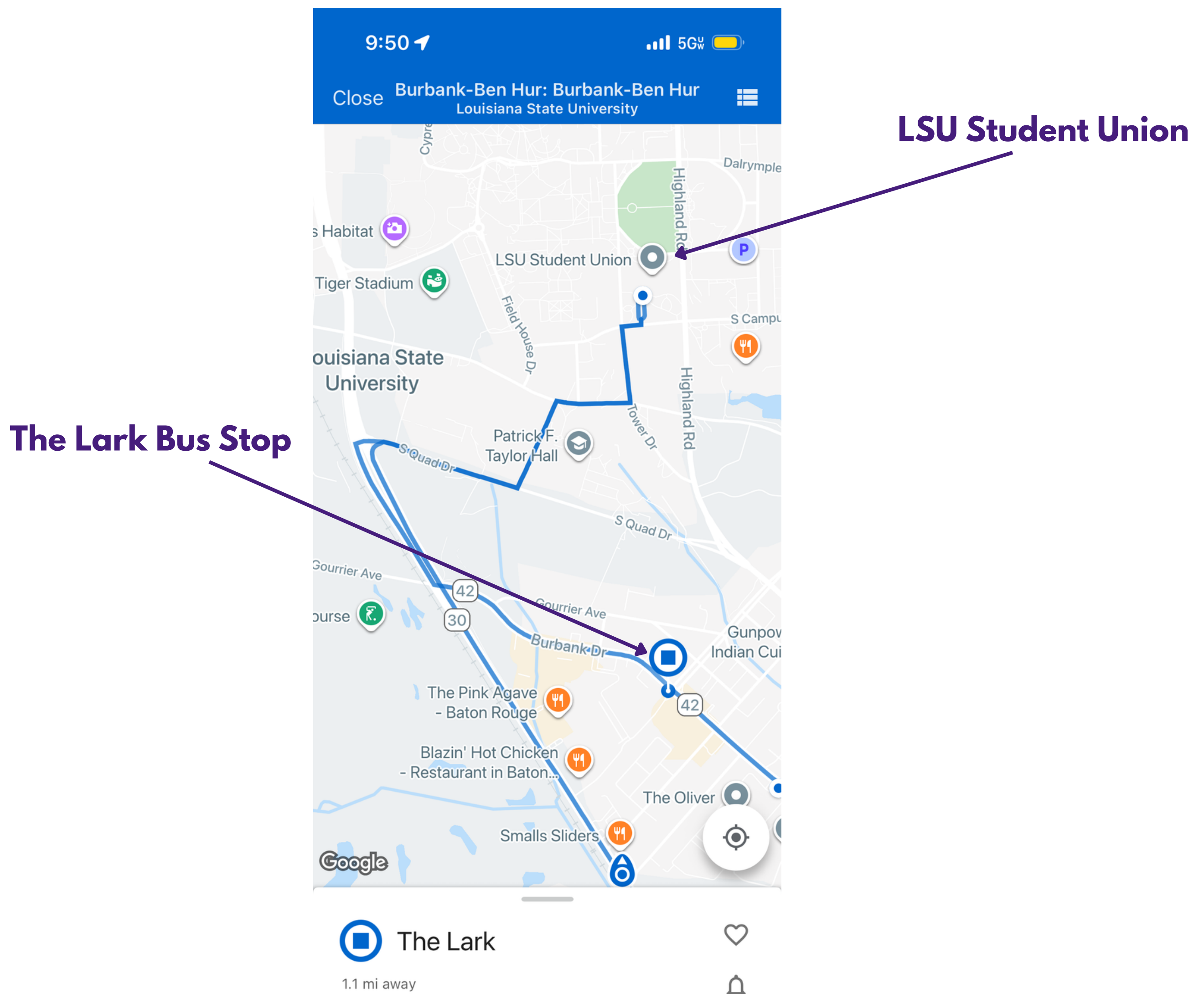
How to get to the SSA Office

Public transportation can be used to reach the Social Security Card office if needed. Below is an option and directions on how to reach the office.

***If you are planning to use the CATS bus system, please be sure to give yourself extra time before your appointment to account for the bus potentially arriving late.**

Step one: Tiger Trails Bus using the Transloc App

- From the **LSU Student Union**, you can take the **Burbank-Ben Hur** Tiger Trails bus in order to reach **The Lark stop** which is in front of The Lark (an apartment complex on Burbank Dr. and near the bus stop for the CATS bus that will take you to the office). Pay attention to your Transloc app to find your stop and pull the cord on the wall when you are ready to stop.



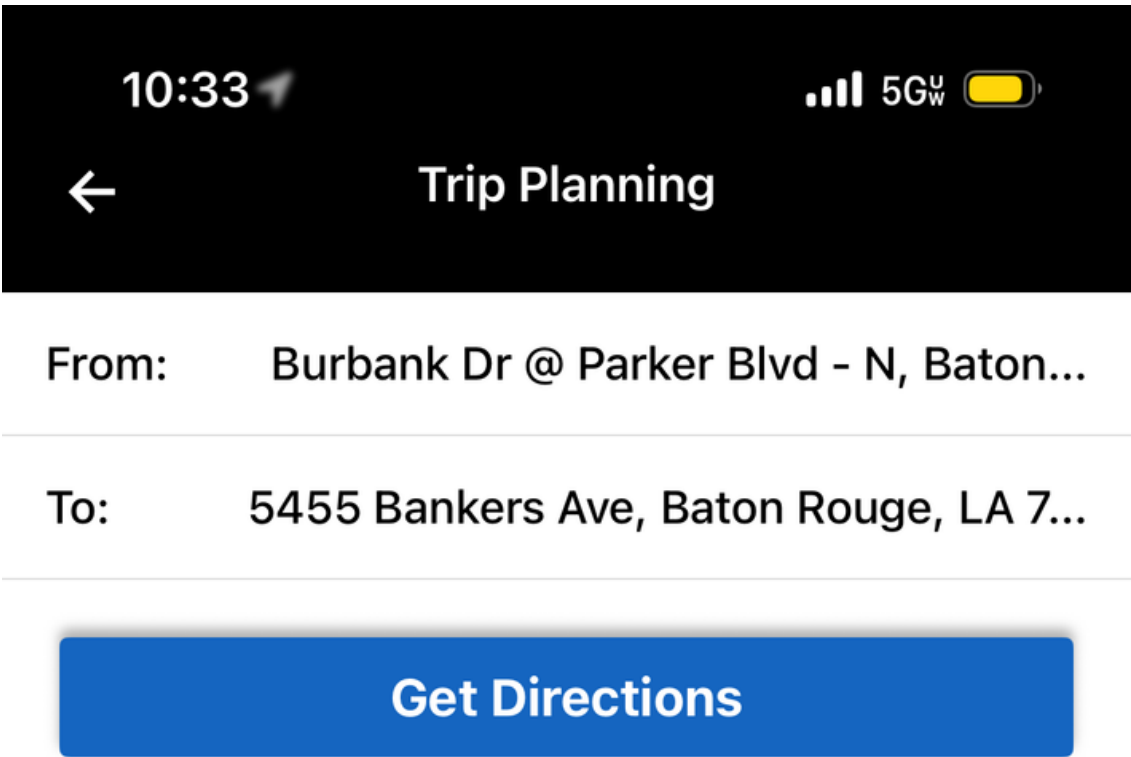
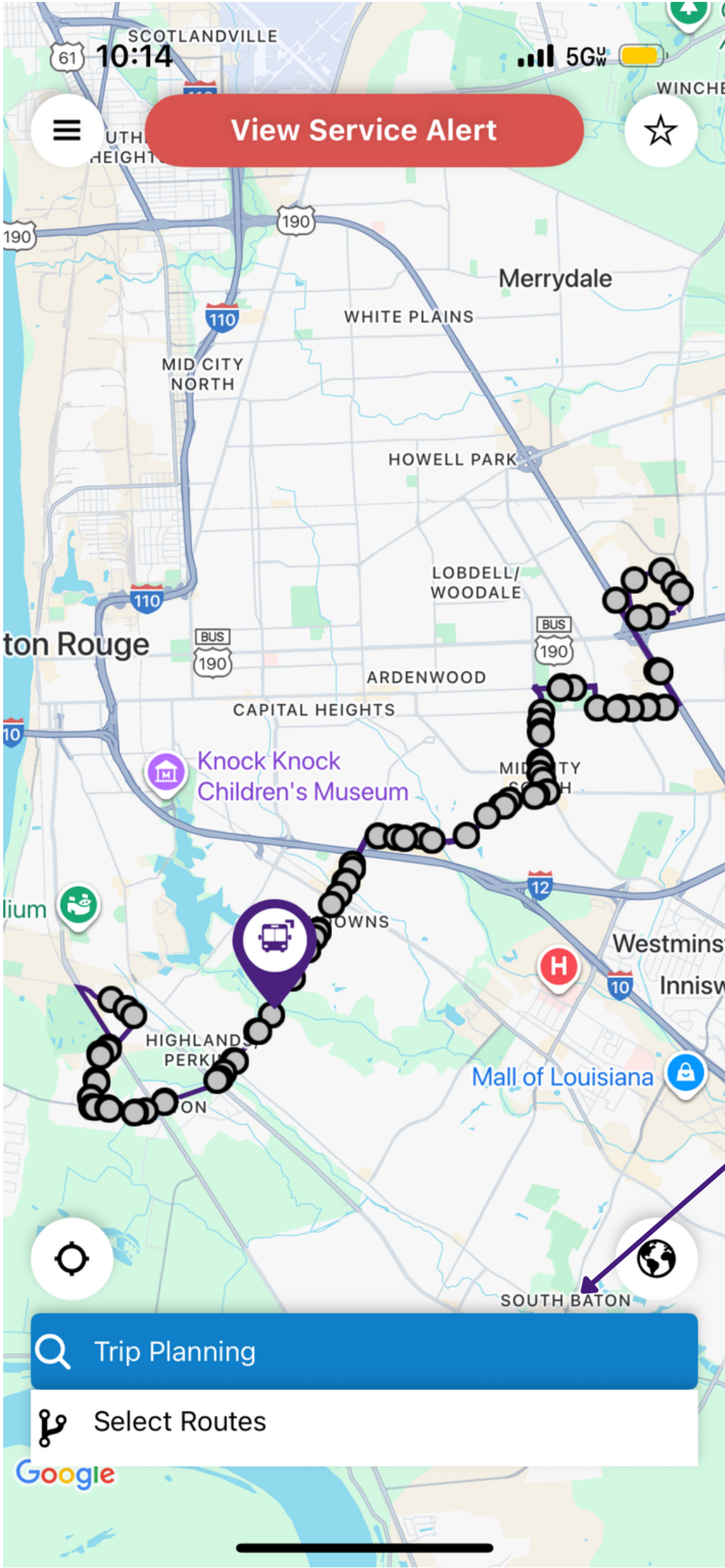
DIRECTIONS TO THE SOCIAL SECURITY ADMINISTRATION OFFICE

How to get to the SSA Office

Step Two: The CATS Bus

- The CATS system picks up from the corner of **Burbank and Parker Blvd. N** and the stop is called “**Burbank Dr @ Parker Blvd- N.**”
- **Bus Number 18** will get you the closest to the office.

CATS System App View



Input your location (Burbank Dr @ Parker Blvd - N) and address of the SSA (5455 Bankers Ave) for directions

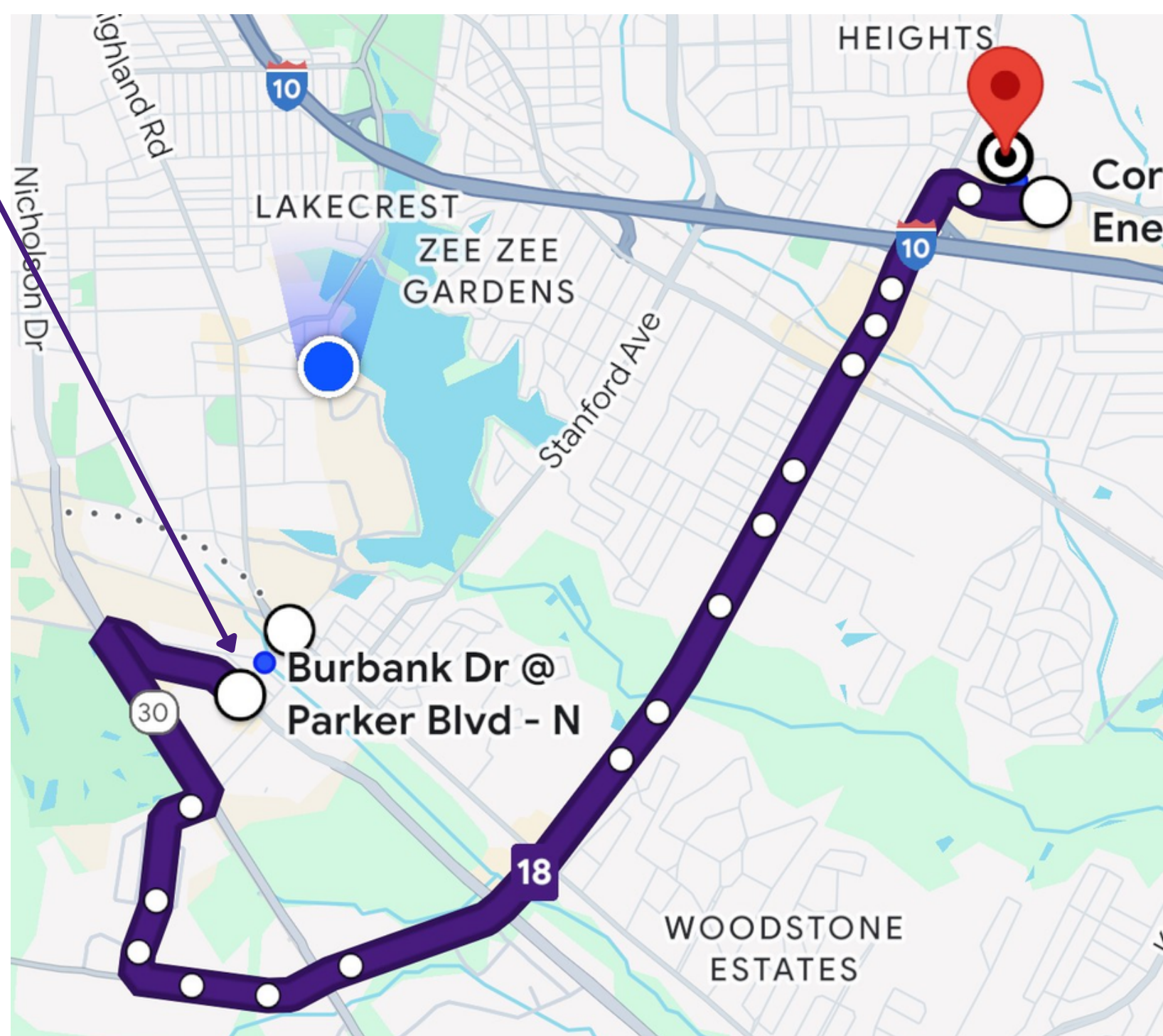
DIRECTIONS TO THE SOCIAL SECURITY ADMINISTRATION OFFICE

How to get to the SSA Office

Step Two: Continued

- The CATS app will take you to your maps and show you the route. It will look something like this.

From The Lark stop



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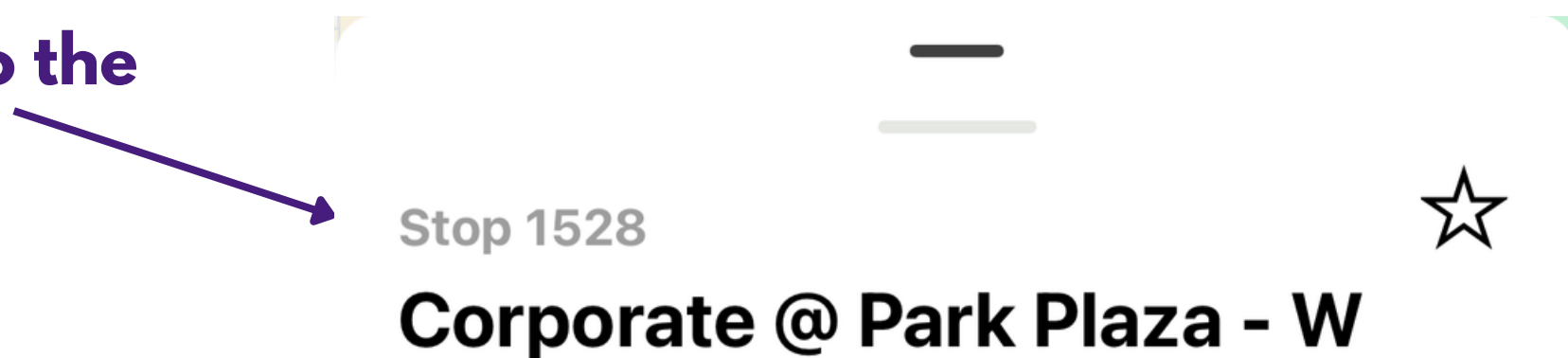
DIRECTIONS TO THE SOCIAL SECURITY ADMINISTRATION OFFICE

How to get to the SSA Office

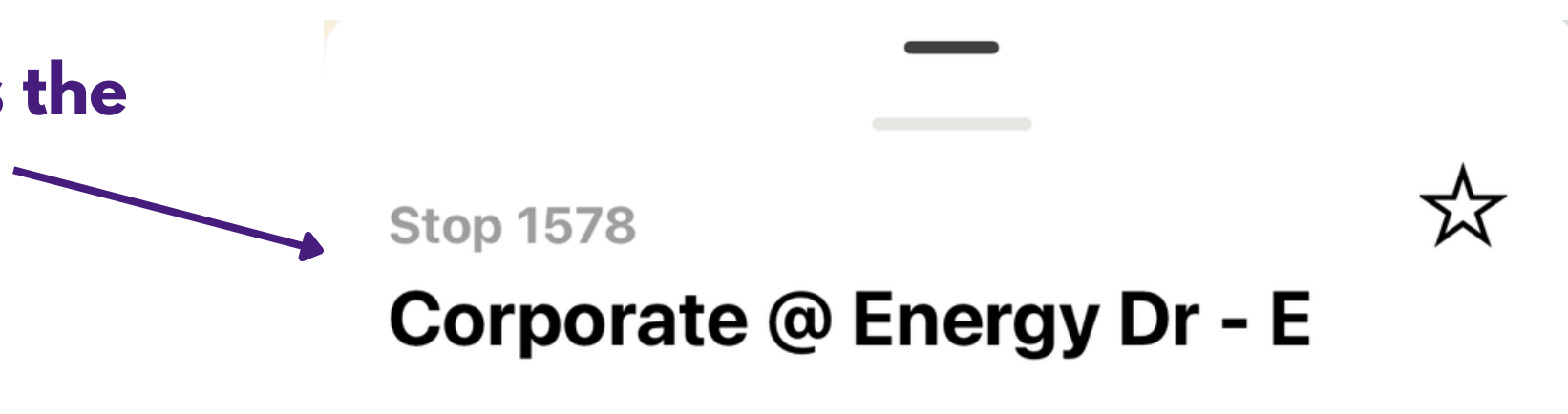
Step Three: CATS Bus Stops

- The CATS Bus can take you to either of these two stops. Once you arrive there, you will be within walking distance from the office.

Closest stop to the office



A stop across the street



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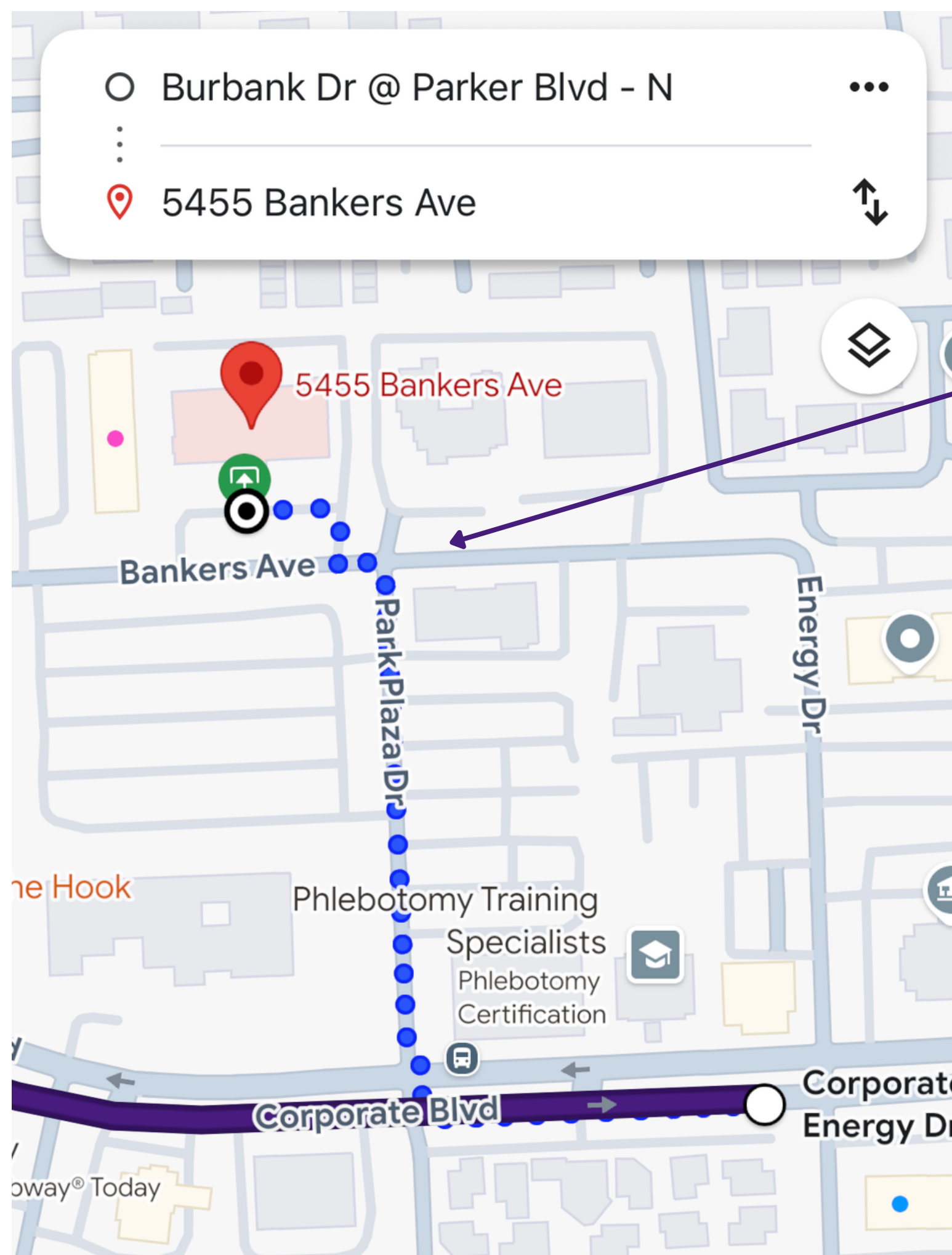
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DIRECTIONS TO THE SOCIAL SECURITY ADMINISTRATION OFFICE

How to get to the SSA Office

Step Four: Walk to reach the office

- Once you get off at your stop, you will walk up Park Plaza Dr to reach the office.



Walk up Park
Plaza Dr to reach
the office

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