LOURDES
UNIVERSITY

Social Security Number for International Students

In order to apply for a Social Security Number, make sure to have all the following documents first:

O **Original On-Campus Employment Letter**

    O Ask your LU campus hiring department for a campus employment letter.

    Give them the **letter template** (page 2) provided by the Social Security Administration.

    The letter must:

    - Be on hiring department or LU letterhead

    - Have an original signature from a hiring official

O **I-20 Form**

    O The original and updated form.

O **Valid Passport**

    O Along with your old passport if it contains the valid F-1 Visa

O **I-94 Form**

    O A printout of your electronic I-94 information, which can be obtained at https://i94.cbp.dhs.gov/I94/

O **SS-5 Form**

    O Which can be found at here.

After gathering all the necessary documents, you will be able to apply for an appointment at Social Security Administration (SSA) - find the nearest location here. Because of COVID-19 regulations, the SSA suspended online services, please call 877-274-5429 (SSA office at Toledo) to schedule an appointment.

If you have any questions related to creating a Social Security Number, please email Henrique Gehrke at swadmhgehrke@lourdes.edu

Sample F-1 Campus Employer Letter

Must be typed/written on official school/department letterhead

Employers signature must be original

To whom it may concern:

This is to certify that _____ (*Name – F-1 Student*) has been offered, or is already work-ing in, general on-campus employment.

Nature of student's job (e.g., waiting tables, library assistant, research assistant, etc.):
_____

_____

Start Date: _____

Number of Hours/Week: _____

Employer contact information: _____

LU Hiring Unit: _____

Employer Identification Number (EIN): _____

Supervisor's Name: _____

Supervisor's Phone Number: _____

Hiring Official Name: _____

Hiring Official Signature (Original): _____

Date: _____