

# How to obtain your Social Security Card

**August 2023**

1. First, you must be hired by an ON-CAMPUS employer. The supervisor will give you paperwork. You and the supervisor will both sign a contract.  
**DO NOT BEGIN WORK UNTIL YOU HAVE COMPLETED STEPS 1 THROUGH 12.**
2. Complete and take paperwork from your on-campus employer to Financial Aid.
3. Financial Aid will email Suzanne Hening with the information regarding where you will be working.
4. The SS office is now open to the public. Their hours are 9:00 AM to 4:00 PM Monday through Friday. Allow two hours for your appointment wait time. Do not arrive later than 2:00 PM. Their address is: 1071 Hunter Hill Road. Suzanne Hening will be glad to give you a ride. She will contact you with the time and date to go. (You are also welcome to arrange your own transportation. You still need to contact Suzanne to obtain the letter of employment and the application to bring.)
5. **Before going to Social Security, print a copy of your Most Recent I-94. (Google "I-94." Choose tab "Get Most Recent.") Add requested information exactly like it is on your passport. Select "Print."**
6. When you go to the Social Security Office you must take:
  - (1) Your I-20
  - (2) Your passport
  - (3) a copy of your Most Recent I-94Suzanne will give you a simple application to fill out in the car and she will give you a letter stating that you have a job on campus and you are allowed to work.
7. You will have a short, simple interview with a representative. The representative will make copies of your documents.
8. While you are waiting for your Social Security card to arrive, make sure you have a **U.S. bank account open and funded.**
9. You will receive a receipt the day of your interview. Keep it in case you don't receive your card within two weeks.
10. In 7 to 30 days you should receive your Social Security card in the mail. Scan and send a copy of your card to [SHening@ncwu.edu](mailto:SHening@ncwu.edu) We are required by SEVIS to put it in your files.
11. **As soon as you receive your SS card, Go to Financial Aid.** Take:
  - (1) your new SS card
  - (2) your I-94
  - (3) your passport
  - (4) a check (that you will "Void") with your routing number and bank account number on it. (If you don't have a check, you will need to have a form from the bank stating your name and the routing number and checking account number.) At Financial Aid you will also need to fill out several pages of paperwork.
12. **Once you are cleared by Financial Aid, you may begin to work.**

**It is up to you to keep up with these steps.** Please allow several days for each step.

International students are not permitted to work off campus... unless you have been approved for CPT (eligible after you have been at our college for one academic year), Economic Hardship (several month process to apply), or OPT (after graduation).

You may not begin working until you receive your Social Security card. Your payment can be tracked and you can be deported if found working illegally.