

How to obtain your Social Security Card

July 2026

DO NOT BEGIN WORK UNTIL YOU HAVE COMPLETED STEPS 1 - 14

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. (Note: if you have been offered a position with Aramark food service, Mr. Kenneth Barefoot will contact ISS to let them know. Students who will work for Aramark do not need to complete step number 2 or 3.)
2. Complete and take paperwork from your on-campus employer to Financial Aid.
3. Financial Aid will email ISS with the information regarding where you will be working.
4. The Social Security office currently allows scheduled appointments and walk-ins (if they have staffing available.) A member of ISS will be happy to make an appointment for you and provide transportation. Available appointments are often four weeks in the future. Allow one and half hours for your appointment plus transportation time. If you have your own transportation, you may visit the Social Security office from 9:00 AM to 3:30 PM to see if they can take you without an appointment.
5. Note: If you have your own transportation and want to see if you can “walk in” without an appointment, you still need to contact ISS to obtain the NCWU letter of employment and the application to bring.
6. **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.”**
7. When you go to the Social Security Office you must take:
 - a. **Your current printed and signed I-20**
 - b. **Your passport with visa, and**
 - c. **A printed copy of your Most Recent I-94**

A member of ISS will give you a simple application to fill out and a letter stating that you have a job on campus and you are allowed to work.

8. You will have a short, simple interview with a representative. The representative will make copies of your documents.
9. You will receive a receipt the day of your interview. Make sure your name is spelled correctly on the receipt while you are still with the Social Security representative. Keep it in case you don't receive your card within two weeks.
10. While you are waiting for your Social Security card to arrive, make sure you have a U.S. bank account open and funded.
11. In 7 to 30 days you should receive your Social Security card in the mail (at the bookstore.) Scan and send a copy of your card to international@ncwu.edu
We are required by SEVIS to put it in your files.
12. **If your position will be with Aramark food service,** let Mr. Kenneth Barefoot know as soon as you receive your SS card. He will give you a link to complete an online application.
13. **If your position will be with a department on campus,** as soon as you receive your SS card, Go to Financial Aid. Take (1) your new SS card, (2) your Most Recent I-94, (3) your passport, (4) your current I-20 and (5) 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.
14. **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.

*******Students on an F-1 visas 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.