

## International Student Process for applying for a Social Security Number:

1. Apply for and be hired for a job
  
2. Complete the form below
  - a. Obtain a signature from your supervisor
  - b. Obtain a signature from the ISSO
  
3. Take the completed form, your passport, and your I-20/DS-2019 to the US Federal Building on 15<sup>th</sup> & P Street
  
4. Obtain a receipt of your application
  
5. Your social security number and card will be mailed to you

\*\* You must wait at least 10 business days after entering the United States before applying for a social security number.

\*\* New students must wait at least 5 business days after initial check-in at the International Student and Scholar Office before applying for a social security number.

\*\* You must be registered full time in courses at UNL before an International Student and Scholar Specialist can sign your social security number application.



ON - CAMPUS EMPLOYMENT VERIFICATION
FOR F-1/J-1 STUDENTS
UNIVERSITY OF NEBRASKA - LINCOLN

TO WHOM IT MAY CONCERN:

This is evidence of on-campus employment for: (Name - F-1/J-1 Student)

Nature of student's job (e.g. wait staff, library aide, research assistant, etc):

Start Date Number of Hours/Week School term - Not to exceed 20 hrs Break or vacation- can be full-time

Employer contact information: 47-0049123 (Employer Identification Number (EIN))

(Employer Telephone Number)

(Student's Immediate Supervisor)

Employer Signature (Original) (student MUST SUBMIT original signature with Social Security number application)

Signatory's Title

Date

Working while Awaiting a SSN: A student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, Employer Responsibilities When Hiring Foreign Workers. This fact sheet contains information on how to report wages for an employee who has not yet received a SSN and is available online at http://www.socialsecurity.gov/employer/hiring.htm



TO WHOM IT MAY CONCERN:

This is to certify that \_\_\_\_\_ is an \_\_\_\_\_ student  
Print clearly (FAMILY Name, First Name) F-1/J-1

attending the University of Nebraska-Lincoln holding

SEVIS ID # N\_\_\_\_\_. Birthdate (MM/DD/YYYY): \_\_\_\_\_

The student is working or has been offered on-campus employment with:

The University of Nebraska-Lincoln department of \_\_\_\_\_  
\_\_\_\_\_

the Nature of the employment will be \_\_\_\_\_  
(e.g., cashier, research assistant, library aide, teaching in exchange for reduced tuition, etc)

\_\_\_\_\_

\_\_\_\_\_  
(Designated School Officials- (International Student and Scholar Office) Original Signature - no stamp)

\_\_\_\_\_  
Typed or Printed Name (Designated Official)

402-472-0324

Phone

\_\_\_\_\_  
Date

## SOCIAL SECURITY OFFICE

### Social Security Location:

SOCIAL SECURITY  
ROOM 240  
100 CENTENNIAL MALL N  
LINCOLN, NE 68508  
Phone Number 1-866-593-2880

### Social Security Office Hours:

MONDAY, TUESDAY, THURSDAY, FRIDAY: 09:00 AM - 04:00 PM

WEDNESDAY: 09:00 AM - 12:00 PM

Except [Federal Holidays](#)

### General Directions:

LOCATED AT 16TH AND 'O', PARKING IS LIMITED. PHOTO ID REQUIRED, NO CELL PHONES ALLOWED MOST BUSINESS CAN BE CONDUCTED ONLINE OR BY PHONE ONSITE PARKING, INCLUDING SPACES FOR HANDICAPPED INDIVIDUALS, IS NOT AVAILABLE AT THIS LOCATION. HANDICAPPED PARKING IS AVAILABLE ACROSS THE STREET IN THE FEDERAL PARKING GARAGE BETWEEN 'N' STREET AND 'O' STREET. PASSENGERS CAN BE DROPPED OFF AT THE MAIN ENTRANCE OF THE BUILDING.

