



Obtaining a Social Security Number

If your visa status permits you to work in the United States and you decide to pursue employment you will be required to obtain a U.S. social security number. However, remember the following:

- A You should first secure an offer of employment before requesting a social security number.
- B If you accept an offer of employment and get a Social Security Number as a benefit of that employment, please conduct yourself professionally and honor your commitment to the position you have accepted.
- C Once you have a social security number, it will never expire. Even if your employment is discontinued or you leave the United States for a few years and return, you will keep the same number.

For additional information you may visit the Social Security Administration's (SSA) website at www.ssa.gov or call 800-772-1213.

To obtain a social security number (SSN) for employment purposes-

1. Gather the following documents
 - a. Valid passport
 - b. SEVIS I-20 or DS-2019
 - c. Second piece of identification, such as student ID, UGA ID, driver's license, etc.
 - d. A letter obtained from the Office of International Education, and then signed by your employer

2. Apply in person at the Social Security Administration (SSA)

Social Security Administration Federal Building
1650 Prince Avenue, Athens, GA 30606-30627
1-866-964-3294

Hours: 9:00am-4:00pm Monday, Tuesday, Thursday, and Friday
9:00am-12pm Wednesday

3. Before you leave the SSA, ask for a receipt for your application.

The card containing your SSN will arrive by mail about 10 days after you apply.

4. Contact Susan Caldwell, International Tax and Payroll, for questions regarding payment and or International Taxes/Treaty information. susanc@uga.edu