Obtaining a Social Security Card

Instructions for F-1 Students

**NOTE:** Please obtain a letter on company letterhead from your prospective employer before requesting a letter from the Office for International Programs.

A student with an F-1 visa may obtain a Social Security Card if they have received:

1. An offer for an on-campus or off-campus job; and
2. An I-20 with Curricular Practical Training (CPT) authorization; or
3. An Employment Authorization Document (EAD) along with an authorized I-20 for OPT.

After receiving a letter from your prospective employer or your EAD card, bring the following items to the Social Security Administration Office:

1. The offer letter from your prospective employer
   a. On-campus employment also requires a letter of support from OIP
2. **If you will be working on CPT:** Your SEVIS I-20 with CPT authorization from OIP
3. **If you will be working on OPT:** Your EAD from the U.S. Citizenship and Immigration Services
4. Passport containing the Form I-94 (small white card) or a print out of your I-94 card from [www.cbp.gov/I94](http://www.cbp.gov/I94)
5. Current Form I-20
6. **Proof of your current address,** which may be a rental contract, a utility bill for phone or electricity in your name, or an envelope with your name on it that you have received at your current address.

**To learn when the Social Security Administration office is open, you can call 1-800-772-1213.**

The Office for International Programs highly recommends using the Social Security Office located on the south side of the downtown "Loop." The office address is **77 W. Jackson Boulevard.** It can be easily reached by taking the red line subway ("El") to Jackson Street.
This format is required for on-campus employment letters. The job offer letter must be issued on LUC departmental letterhead.

Social Security Administration  
77 W. Jackson Blvd.  
Chicago, IL

To Whom It May Concern:

This is evidence of on-campus employment for: (Name of Student)

Nature of student’s job:

Start date:

Number of hours/week:

Employer contact information: Loyola’s EIN (36-1408475)  
Employer telephone number:  
Student’s immediate supervisor:

Employer signature  
Title  
Date
REQUEST FOR OIP SUPPORT LETTER
For on campus employment only

Date: _____________

Last Name:       First Name:

Loyola ID Number:                 SEVIS ID Number:

Date of Birth:            Major:
                        mm/dd/yyyy

Sex: Male □ Female □

Email Address:

Mailing Address:

☐ Pick up at the Lake Shore Campus
☐ Pick up at Water Tower Campus

Contact Information:
iss@luc.edu
Sullivan Center 206
p (773) 508-3899 | f (773) 508-7125