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
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 605 W. Washington Blvd. Chicago, IL 60661.
This format is required for on-campus employment letters. The job offer letter must be issued on LUC departmental letterhead.

Social Security Administration
605 W. Washington Blvd.
Chicago, IL 60661

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: ____________________________

Sex: Male ☐  Female ☐

Email Address: ____________________________

Mailing Address: ____________________________

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