

APPLYING FOR A SOCIAL SECURITY NUMBER

STEP ONE: Determine your eligibility to apply for the Social Security Number (SSN).

- Students must:
 - Have an offer of employment.
 - Have been in the United States for at least 10 days
 - Be registered in a full course load (unless authorized for Reduced Course Load)

STEP TWO: Complete the **Eureka College On-Campus Employment Verification Form**

- This form can be found here: <https://www.eureka.edu/student-life/international-student-services/international-student-forms>
 - Please fill out the top and middle section and ask your supervisor to sign and date the form. You may also attach the job description to the form.
 - Once the form is completed, return it to the (P)DSO. You will then receive an official employment verification letter.

STEP THREE: Prepare your application materials before going to the Social Security Office.

- You must bring the following:
 - Passport
 - Visa
 - Most recent I-94 (accessible from <https://i94.cbp.dhs.gov/I94/#/home>)
 - 1-20 (for F-1 students)
 - Eureka College On-Campus Employment Verification Form, signed by the supervisor
 - Eureka College Employment Verification Letter, signed by the (P)DSO
 - Completed Social Security Application (accessible from <https://www.ssa.gov/>)

STEP FOUR: Apply. The closest Social Security Office is in Peoria, Illinois.

- Address: 815 W. Pioneer Parkway, Peoria IL 61615
- Telephone: 1-877-319-6039
- Hours of operation:
 - 9:00 am – 4:00 pm (Monday, Tuesday, Thursday and Friday)
 - 9:00 am – 12:00 pm (Wednesday)
 - Saturday and Sunday: Closed

STEP FIVE: After applying, it may take 10-14 business days to process your application. Please plan ahead and be patient.

- When you receive your new Social Security Card in the mail, please bring it to Human Resources. (Office: Burris Dickinson, Room 101). You will need to fill out additional paperwork with HR before you are able to officially start work on campus.

IMPORTANT NOTE: Your Social Security number is tied to your identity and financial background. To avoid risk of identity theft, take care to keep your Social Security Number secure and private. Do not carry your Social Security Card with you (keep it at home, in a safe place) and do not list your Social Security Number on forms or share it with others unless absolutely necessary.