

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 completed all check-in procedures with the Coordinator of International Student Services
 - 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 Employment Verification Form**

- This form can be found in the Office of International and Multicultural Student Services.
 - Please fill out the top portion and ask your supervisor to fill out the middle section of the form.
 - Once the form is completed, return it to the Coordinator of International Student Services. 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) or DS-2019 (for J-1 students)
 - Eureka College Employment Verification Form, signed by the supervisor
 - Eureka College Employment Verification Letter, signed by the Coordinator of International Student Services
 - 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 Melody Mounts, Director of Human Resources. (Office: Burrus Dickinson, Room 101). You will need to fill out additional paperwork with her 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.