



# How to Apply for a Social Security Number Step-by-Step



1. Find a job ON-campus.

**NOTE: As an international student you are NOT ALLOWED to work off-campus without authorization from the International Student Services Office or U.S. Citizenship & Immigration Services! Please make an appointment with this office if you would like to know more about your off-campus work options. Working off-campus without authorization is illegal.**

2. Obtain a letter from the department for which will be working on-campus.
  - a. There is a template for the letter on the Work Study page of the Intranet. There is very specific information that needs to be included in the letter, so please make sure it is complete!
  - b. You cannot obtain the letter more than 30 days before you will begin working. The Social Security Office will not accept applications that include a start date that is more than 30 days away from the date that you are applying.
  - c. The letter must be on RISD letterhead.
3. Bring the letter that you obtain from the department for which you will be working to the International Student Services Office on the 2<sup>nd</sup> floor of Carr Haus.
  - a. They will create another letter for you on department letterhead.
  - b. You can pick up the Social Security Application from this office as well. This application can also be found at the Social Security Office and online at: [www.ssa.gov](http://www.ssa.gov).
  - c. Directions to the Social Security Office will be provided.
4. Take both letters, your Social Security Application, your passport, visa (Canadians will not have visas), 1-20 and 1-94 card (white card stapled in your passport) to the Social Security Office at:

380 Westminster Street, 3<sup>rd</sup> floor, Providence, RI  
Office Hours: Monday- Friday 9am-4pm

5. Your Social Security card should arrive in 2-6 weeks. Make sure to check your mail often when waiting for your card. This is a very important document that is yours forever. Keep track of your card and number.
6. **YOU CANNOT WORK UNTIL YOU RECEIVE YOUR SOCIAL SECURITY CARD.** Once you receive your card contact the Work-Study Office (20 Washington Place; [financialaid@risd.edu](mailto:financialaid@risd.edu); 401-454-6661) to let them know of your desire to work. They will begin the set-up process.
7. As an international student, you can only work 20 hours/week when school is in session and 40 hours/week during the summer and any time that you have one full week (no partial weeks) off.