How to apply for a Social Security Card

It is your responsibility to apply for the Social Security Card (SSC) in a timely manner. It is important to complete the steps provided below in consecutive order.

*Please note that this process must be completed six weeks from your hire date or you are in violation of System Regulation 33.99.12.1.2.*

**Step 1: Get Employment Offer Letter from Engineering Department via email**

As soon as you receive notice that you are being hired into an employment position you will get an offer letter from your departmental payroll coordinator. A written offer letter must be provided before Step 2 can be completed.

The offer letter must contain:

- 1. Student name (as listed on the student’s passport)
- 2. Department
- 3. Position/Title
- 4. Start Date (no more than 30 days in the future at the time of application)
- 5. Number of hours per week
- 6. Rate of pay
- 7. Contact information for employer and supervisor
- 8. Employment Identification Number

**Step 2: Email ISS (iss@tamu.edu) to get your offer letter endorsed**

- 1. The International Student Services (ISS) is located on campus in Pavilion Room 110 MS 1226.
- 2. The endorsement process takes 5-10 business days.

**Step 3: Fill out Social Security Number (SSN) application**

*While waiting for your ISS endorsement, you can fill out the SSN application.*

- 1. The Social Security Number application can be found at [https://www.ssa.gov/forms/](https://www.ssa.gov/forms/)

**Step 4: Go to Social Security Administration (SSA) office to apply for a Social Security Card**

*This step requires your presence in the U.S. for 15 days after your entry in the U.S. (not 15 days after your hire date).*
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The Social Security Administration office is located at 2120 W Briargate Dr Bryan, TX 77802.

*This office is not within walking distance and not on the TAMU bus route*

It is recommended that you request a receipt from the Social Security Office as proof that you have applied for your SSN. The receipt you receive from the SSN Office needs to be uploaded to the Payroll link: https://it-lf-ecmf2.ads.tamu.edu/Forms/payroll-document-submit

Step 4 Continued

Documents needed when going to the Social Security Administration:

☐ 1. Social Security Number application completed using blue or black ink
☐ 2. Original I-20 (F-1) or DS-2019 (J-1)
☐ 3. Original I-94
☐ 4. Original passport and a photocopy of the picture page, the page showing the expiration date, and the U.S. visa stamp
☐ 5. Employment offer letter endorsed by ISS in Step 2

Step 5: Wait for SSC to arrive in the mail

☐ 1. It will take approximately 2 weeks for the social security card to arrive at the mailing address on the SSN application form.
   2. If you do not receive your SSN, you will need to contact the Social Security Office and ask them to investigate why you did not receive your SSN card.

Step 6: Once you receive your SSC

It is very important that you complete the steps below as soon as you receive your card.

☐ 1. You will need to login to your TEES Glacier account and update your account with your social security number, then print and sign the Tax Summary and W-4.
☐ 2. Please upload a copy of your SSC to the payroll upload link: https://it-lf-ecmf2.ads.tamu.edu/Forms/payroll-document-submit
☐ 3. Engineering Payroll is in the Zachry Engineering Education Complex in Suite 531.