Social Security Number

A social security number (SSN) is a unique 9-digit number used for taxpayer identification, income reporting, and record-keeping purposes. Once issued, the number is valid for a lifetime. You should keep it safe and provide only as needed to U.S. government agencies or credible financial institutions. F-1 and J-1 students who are authorized for employment can apply for a SSN in person at nearest Social Security Administration office.

Students working on-campus do not have to wait for their Social Security Card to begin working but should apply for it as soon as possible. For students who are beginning their first semester of study at Baylor, due to processing times, students should not apply for their Social Security Card until 30 days after they begin classes.

Documents You Will Need

- Unexpired Passport with F-1 or J-1 visa
- Current I-20 or DS-2019
- Most Recent I-94
  - You can print this online HERE
- Social Security Letter from the Baylor ISSS Office
  - See below for how to request a Social Security Letter.
  - NOTE: If you are working on OPT or CPT you will not need this letter.
- Letter from the Office or Department Employing You
  - You can access a template of this letter for your office or department to use HERE

*For more information on applying for a Social Security Card and the necessary documents, please go to the following link: Social Security Website and then scroll down to the section “How to Get a New, Replacement, or Corrected Card”, and click on the “Learn what documents you need” box. On the next page in the left column, select “Noncitizen” under the “Citizenship of the person the card is for” heading. *

How to Request a Social Security Letter

1. A student must submit a letter request form to the Baylor ISSS Office through the Global Bears System.
2. A DSO will review the information and determine if the student is fully registered and has already been approved to work on-campus.
3. The DSO will then create the letter.
4. The student will be contacted by email to come pick-up the letter.