

# GETTING YOUR SOCIAL SECURITY CARD



Any F-1 or J-1 student who is employed by LSU or who has received authorization from International Student Services and USCIS to work in the US must apply for a Social Security Number (SSN).

## STEP #1



Wait 10 days after completing your International Student Services check-in before applying for a Social Security Card.



## STEP #2

Collect the immigration and employment documents necessary to apply. For the full list, visit our [Knowledge Base at this link](#).

## STEP #3



After you receive your signed DSO letter from International Student Services, call the SSA office to request an appointment: (866) 613-3070.

*Note: The process from setting your appointment to receiving your SS Card can take up to a month, so please plan accordingly.*

## IMPORTANT !!!

Be sure to check that the voicemail feature is set up on your phone. The SSA office will call within 24 hours of your initial request. They will call you 3 times, and if you do not answer, you will be taken off the appointment request list and will need to start the process over.

## STEP #4



Answer the SSA office call to confirm your appointment. They will call from (225) 929-9709.

*Note: This number is an outgoing number only; you will not be able to call them back at this number. To call back, use the 866 number (see step 3).*



## STEP #5

Bring all required documents to the SSA office at your designated appointment time.  
Location: 5455 Bankers Avenue, Baton Rouge, LA, 70808

## STEP #6



Once you receive your SS Card:

- Provide a copy to LSU's payroll office in 204 Thomas Boyd Hall.
- Notify your employer and bank.
- Keep your SS Card in a safe, secure place with your immigration docs.