How to Get a Social Security Number to Work On-campus at La Verne

Documents you will need:
- Passport, with F-1 Visa, I-94 card
- Current I-20
- Certified Birth Certificate, Government issued ID card, Military ID card, or Driver’s License. The document you use must be original with a seal or signature (no copy or Fax). Foreign Language is okay. The document must have your full name and birth date on it.
- Letter from the La Verne department offering you employment
- Letter from the ISAS verifying your eligibility in SEVIS

The process:
1. Have your I-20 stamped when you enter the U.S.
2. Report your arrival to the University of La Verne International and Study Abroad Services.
3. Give your local California addresses (mailing and street) to ISAS.
4. Register and attend your classes as a fulltime student, maintaining your status in SEVIS.
5. Look for a job on campus by visiting the “Student Employment Job Board” in the Financial Aid Office or online at http://laverne.edu/financial-aid/ (click the Student Employment link, then the Job Board link.
6. Once you have a job offer, request a letter from the hiring department on your behalf so that you can apply for a Social Security number. The Social Security Administration requires certain information be included in the letter. A Sample letter is available at ISAS if the hiring department requests one.
7. Bring the letter from the hiring department to ISAS and request a second letter be written by the ISAS verifying your eligibility in SEVIS to apply for a Social Security Card. ISAS letters are usually ready after two business days. Photocopy both letters for your records before going to the Social Security office.

Note: ISAS cannot write a letter for you until you have been attending classes 10 days and have been registered in SEVIS. Social Security offices request that you not apply for a Social Security card until you have been in the U.S. for more than 10 days. This allows time for your arrival data to be entered into the system.
8. Take the letter from your hiring department, the letter from ISAS, and the other required documents listed above to the Social Security Office. Be sure you take your current California mailing address with you as well. Fill out the forms, have your interview, and have your documents examined. No appointment is needed. Expect to spend 60-90 minutes at the Social Security Office.
9. If everything is okay, you will receive your Social Security Card in the mail in a few weeks. If not, you will be informed of what is causing the delay.
10. Take your Social Security card, written job offer, Letter from ISAS, passport, and Social Security card to the Student Employment Office in Woody Hall to complete the hiring paperwork so you can begin working.

Note: You cannot begin working before you receive your Social Security card and complete the paperwork with La Verne Student Employment.

11. Once you have your Social Security Card and completed the paperwork at Student Employment, you may begin working.

Social Security Office in Glendora (open Monday-Friday 9am-4pm)
1165 E. Route 66
Glendora, CA 91740 phone: (800) 772-1213

Driving Directions from La Verne:
210 Freeway West, Exit Lone Hill Ave., turn Left (West) on Route 66. The office is on the North side of Route 66, just East of Loraine Ave., next to LEGEND’s Restaurant.

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