

## Getting Your Social Security Number

### ***Eligibility for a social security number:***

- Only individuals who are authorized to work in the U.S. are eligible to obtain a social security number.
- If you work on campus, or if you obtain permission to work off campus (through an internship or a co-op agreement), you will need to apply for a social security number.
- You will need a social security number when you file your annual tax return with the Internal Revenue Service.

### ***How to obtain a social security number:***

#### Step 1

- Obtain a job on-campus or obtain employment through Curricular Practical Training (CPT), Optional Practical Training (OPT) if you are F-1 or Academic Training if you are J-1.
- Come to OISS to fill out the on-campus work-eligibility form.

#### Step 2

- Obtain letters from OISS to take to the Social Security Office.
- Go to the Hiring Department and have them fill out the “on-campus employer verification letter. If you are working off-campus, we suggest that you have the employer model their letter after our on-campus letter. (Fs only)
- Go to the Social Security Office and take the following documents with you. (Office hours for all locations are 9:00 am to 4:00 pm, Monday through Friday. Please allow approximately 2 hours for processing.)
  - Original I-20 or DS-2019 form, (Fs and Js only)
  - Letter from OISS, (Fs and Js only)
  - Letter from Hiring Department (Fs only)
  - Passport
  - I-94 form (departure/arrival record)
  - Social Security application form SS-5 available from SS office.

**NOTE:** You must submit the Social Security application, form SS-5

**NOTE:** Be sure that the SS Office gives you a letter, which proves that you submitted the application. The UNO department that employs you will need to have a copy of that letter in order to process your employment papers.

### ***Social Security Offices in New Orleans area:***

#### **400 Poydras St., Suite 500, New Orleans on the 5<sup>th</sup> floor (In Between Tchoupitoulas and Magazine)**

**Directions:** Take the bus # 55 from Elysian Fields; get off at Elysian Fields and Saint Claude, then catch the bus # 88 toward Canal Street. Get off at Canal St. near Rampart, and then catch the # 28 Martin Luther King Bus at South Rampart and Canal Street, and get off at Poydras street.

#### **115 Terry Pkwy, Terrytown**

**Directions:** Take the bus # 55 from Elysian Fields, get off on Canal Street. Take the bus # 42 toward Canal Cemeteries, get off at Elk Place, and walk 2 blocks to Loyola and Tulane. Take either W2 or W3 bus, both of them will take you to Westbank and Gretna Terminal. From Terminal transfer to Terrytown Bus W8, get off on the corner of Right Avenue and Terry Parkway. The Social Security Administration office is across the street.

#### **1616 Joe Yenni Blvd., Kenner**

**Directions:** Take I-10 W until Exit 223A. Take Exit 223A to merge onto LA-49 N/Williams Blvd. Turn left at Joe Yenni Blvd.