Center for International Education
www.clcillinois.edu/cie
(847) 543-2344

Social Security Number (SSN) Guide

A Social Security Number (SSN) is a unique, 9-digit, identification number issued by the U.S. Social Security Administration (SSA). International students may apply for a SSN only if you have been offered a job in the United States.

Steps:

1. At the College of Lake County:
    a. Register for classes. You must have been in the USA for at least 10 days before applying for your SSN.
    b. If you will be working on campus, request two (2) letters: 1) from the International advisor regarding your authorized status of on-campus work and 2) from your on-campus employer verifying employment

2. At the Social Security Administration Office:
    a. Complete a Form SS-5, Application for a Social Security Card. You may obtain this form from a Social Security Administration office or download it from their website: www.ssa.gov
    b. Have ready at least two documents that establish your age and identity including your valid passport and one additional document establishing your identity
    c. Show your Form I-94 (https://i94.cbp.dhs.gov/I94/#/home). If you received a prior approval for a change of status to F-1 status, show the I-797 Notice of Action, too.
    d. Show your Form I-20
    e. Submit the two letters from CLC

In most cases, you will receive your Social Security card in the mail in 7-10 days. If additional security procedures are necessary, processing times may range from 4-8 weeks. Most likely you will receive a Social Security card that has the notation "VALID FOR WORK ONLY WITH DHS AUTHORIZATION". **Keep your Social Security card in a safe place.**

You must apply in person. The nearest SSA office to the Grayslake campus is:

Social Security Administration
1930 N. Lewis Ave
Waukegan, IL 60085
1.888.320.0960
9am-4pm - Monday, Tuesday, Thursday, Friday
9am-12noon - Wednesday
Except federal holidays

Directions from CLC:
Take Washington Street east to Lewis Avenue, about 8 miles. Turn left on Lewis Avenue, for another 2 miles. The Social Security Office is located on the left side of the street.

For more information from SSA: https://www.ssa.gov/ssnumber/ss5doc.htm