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:
   • Register for classes. You must have been in the USA for at least 10 days before applying for your SSN.
   • 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:
   • 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
   • Have ready at least two documents that establish your age and identity including your valid passport and one additional document establishing your identity
   • Show your Form I-94 (https://i94.cbp.dhs.gov/I94/request.html). If you received a prior approval for a change of status to F-1 status, show the I-797 Notice of Action, too.
   • Show your Form I-20.
   • 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-3pm - 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:
http://search.socialsecurity.gov/search?affiliate=ssa&query=international+students+and+social+security+numbers