

How to obtain your Social Security Card

Covid era 2021

1. First, you have to be hired by an ON CAMPUS employer. The supervisor will give you paperwork. **DO NOT BEGIN WORK UNTIL YOU HAVE COMPLETED STEPS 1 THROUGH 14.**
2. Complete and take paperwork from your on-campus employer to Financial Aid.
3. Financial Aid will email Dawn Turner and Suzanne Hening with the information regarding where you will be working.
4. Suzanne will print a letter authorizing you to work on campus. She will contact you when it is ready.
5. The SS office is not open to the public during the pandemic. Suzanne will make an appointment for you at the Social Security Administration office. 1071 Hunter Hill Road.
6. ***Before going to Social Security, print a copy of your most recent I-94. (Google "I-94." Choose tab "Get Most Recent.") Add requested information exactly like it is on your passport. Select "Print."***
7. When you go to the Social Security Office, (1) Your I-20, (2) Your passport, and (3) a copy of your most recent I-94. Suzanne will give you a simple application to fill out in the car and she will give you a letter stating that you have a job on campus and you are allowed to work.
8. You will have a short, simple interview with a representative. The representative will make copies of your documents.
9. Make sure you have a U.S. bank account ***open and funded.***
10. You should receive a letter in the mail saying that the Social Security Administration has processed your documents. Let Suzanne Hening know when you receive the letter.
11. In 7 to 30 days you should receive your Social Security card in the mail. Let Suzanne Hening know when you receive your card.

12. When you receive your Social Security card in the mail, you will need to scan it and email it to Dawn Turner. dturner@ncwc.edu. We are required by SEVIS to put it in your files.
13. As soon as you receive your SS card, Go to Financial Aid. Take (1) your new SS card, (2) your I-94, (3) your passport, and (4) a check (that you will “Void”) with your routing number and bank account number on it. (If you don’t have a check, you will need to have a form from the bank stating your name and the routing number and checking account number.) At Financial Aid you will also need to fill out several pages of paperwork.
14. **Once you are cleared by Financial Aid, you may begin to work.**
15. Please email Dawn when you begin working once you have completed the process.

It is up to you to keep up with these steps. Please allow several days for each step.

*****International students are not permitted to work off campus...unless you have been approved for CPT (eligible after you have been at our college for one academic year,) Economic Hardship (several month process to apply,) or OPT (after graduation.)

You may not begin working until you receive your Social Security card. Your payment can be tracked and you can be deported if found working illegally.