

How to get a Social Security Card

Students with F-1 and J-1 visas can apply for a Social Security Number (SSN) if they have been hired for an on campus job or have the appropriate authorization for off-campus employment.



Documents you need for your SSN application:

- Letter from the Edgewood College Office of Human Resources
- Letter from the Center for Global Education
- Social Security Administration Application (available online at: <http://www.ssa.gov/online/ss-5.pdf>)
- Form I-94:
To access and print your I-94 number go to: <https://www.cbp.gov/travel/international-visitors/i-94>
- Form I-20 (F-1 students) or DS-2019 (J-1 students)
- Passport

You will typically receive your Social Security card in the mail within 10-14 business days from the date of application. It is very important to keep this card in a safe location (do not carry it in your wallet on a daily basis) and only share the number with reputable companies or organizations when required. If someone asks for your number, you should ask why, how it will be used, and what will happen if you refuse. Do not share this number unnecessarily.

If you will be working on-campus, take a copy of your Social Security card to the Office of Human Resources to complete your employment paperwork.

Social Security Administration (SSA)
6011 Odana Rd. Madison, WI 53719
Phone: 1-866-770-2262
Website: <https://secure.ssa.gov>
Hours: 9:00 am - 4:00 pm Monday-Friday
except Wednesdays 9:00 am – 12:00 pm

How do I get there?

The SSA office is located on Odana Road, west of Whitney Way and about 1 mile east of West Towne Mall. You can travel from Edgewood College to the SSA office using the city of Madison bus system. You can plan your trip using Google maps.