



## Applying for a Social Security Card

F-1 students can only apply for a Social Security Number if they have a graduate assistantship, fellowships, or on-campus employment with the University.

To apply for a Social Security Number, students must be registered full

Students will need to bring the following documents to the Social Security Office to apply for a Social Security Number:

- x Valid passport
- x Valid I-20
- x Most recent I-94 (visit <https://i94.cbp.dhs.gov/i94/#/to-download-your-i94>)
- x Pictured document that is over one year old, such as a passport or birth certificate
- x Letter of employment from your employer (refer to the backside of this page for a template of the letter)

New F1 students must wait 48 hours (2 days) from the date of full registration before applying for a Social Security Number. This is to allow the Social Security Office to verify your status in their immigration database.

After applying, Social Security Cards will be issued in approximately 2 weeks. On the date a student receives a Social Security Number, the Social Security Office will issue an application completion letter. Students can bring this letter to their supervisor, which will allow them to begin work until the Social Security Card arrives.

Social Security Office  
106 Corporate Boulevard  
Lafayette, LA 70508

Phone Number: (888) 41791  
Website: <https://www.ssa.gov/>

Hours of Operation:

Monday 9:00AM 4:00PM  
Tuesday 9:00AM 4:00PM  
Wednesday 9:00AM 12:00PM  
Thursday 9:00AM 4:00PM  
Friday 9:00AM 4:00PM  
Saturday Closed  
Sunday Closed

Due to COVID-19, you must make an appointment to apply for a SSN at the Lafayette Social Security Office. Please call 619-45781-

# Social Security Letter Template for UL Lafayette International Students

## Employment Letter Template

**Instructions for hiring department:**

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(Name of F1 student)

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**Employer's contact information:**

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