

# How to Get a Social Security Card

**Please note that the social security card is not a permit for off-campus employment.**

The local Social Security Administration (SSA) Office is located at 1246 Yellowstone, Suite F, Pocatello. The local phone number is 637-2534. **To get there, take the B Route Bus from the Student Union bus stop at 23 minutes after each hour.** It will arrive in front of the Social Security office at about 55 minutes after the hour. Ask the bus driver to notify you when the bus arrives at the SSA.

**PLEASE NOTE THAT YOUR SOCIAL SECURITY CARD APPLICATION WILL NOT BE PROCESSED UNTIL YOU HAVE DONE THE FOLLOWING:**

- 1. Obtained an on-campus job (this is required to obtain a SS card)**
- 2. Had your supervisor complete the VERIFICATION OF HIRE FORM**
- 3. Registered for and PAID ALL FEES for the upcoming semester. If you cannot pay all your fees, you will need to obtain a fee loan. You can request this at the time of fee payment.**
- 4. Update ALL your addresses in MyISU Portal. Information on this will be given to you at orientation. You can access MyISU Portal at: <http://my.isu.edu/>**
- 5. Brought your VERIFICATION OF HIRE FORM to Michelle Lewis**
- 6. Obtained a letter to present to the Social Security office**

When you apply for your social security card, you must visit the office in person and present the following:

- Valid passport
- I-94 card (the white card inside your passport)
- A letter from the international student advisor stating that you are allowed to work on campus
- I-20 for F-1 students
- DS-2019 for J-1 students
- Receipt of payment to ISU for full-time registration
- Social Security card application: you can download this from the web at: <http://www.ssa.gov/online/ss-5.pdf> or obtain one at the Social Security office in Pocatello
  - For question # 3 check "LEGAL ALIEN ALLOWED TO WORK"
  - For question # 8 write "N/A" unless your mother has a US Social Security Card
  - For question # 9 write "N/A" unless your father has a US Social Security Card
  - For question # 17 check "SELF"

**The SSA will verify your status using the SEVIS system. If you are not registered for classes and have not paid ALL your fees in full, your application will be rejected!**

Once you have submitted everything to the SSA in Pocatello, there is no way to telephone the USBCIS or SSA to inquire about the status of your application. If you change your address during the waiting period you must notify the SSA in Pocatello AND UPDATE IT IN MyISU Portal. It is best to notify the SSA of any address changes in person. DO NOT USE THE INTERNATIONAL PROGRAMS OFFICE ADDRESS.

Please understand that if you do not follow ALL of the above instructions, your application will be rejected and there is nothing that Idaho State University can do for you.