

UNIVERSITY OF WYOMING

International Student and Scholars

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www.uwyo.edu/iss/

SOCIAL SECURITY INFORMATION AND PROCEDURES

As you may be aware, any type of employment in the United States requires that an individual must have a valid U. S. Social Security number (SSN). The temporary number that you receive from the University is not acceptable for off campus employment, cell phones, credit cards, etc. However, it should be noted that if you are not employed you may not apply for a social security number. Please contact the Social Security Administration at 1-800-772-1213 for additional information regarding exceptions.

To apply for a social security number, you will need to follow the steps below and work with the ISS staff to prepare for your application process. You will have to go to the Social Security Administration Office in Cheyenne, Wyoming to apply for your number. They will NOT give you your number at that time, but will accept your application and your social security card will be sent to you in the mail in the weeks following your appointment. *Remember, you may NOT apply for your social security number until at least ONE MONTH after your arrival in the US (J-1 scholars) or start of the academic semester (new F1 & J1 students)*

Below is a list of documents that international students/scholars will need BEFORE you may apply for your social security number and the process that you must follow. If there are any questions from your employer please refer them to our office or to this email.

Steps to apply for a social security number:

1. Get an employer letter from your department/employer on department letterhead. Form letter found at <http://www.uwyo.edu/iss/forms/index.html>. Click on Social Security Employer's Letter. THIS IS NOT FROM HUMAN RESOURCES!!! It should come from the department office where you are working.

2. Print the Social Security Application and complete it. The application page can be printed at <http://www.ssa.gov/online/ss-5.pdf> or get a paper application from ISS.

3. Bring your employer letter and application form to ISS BEFORE you go to the Social Security office in Cheyenne. J-1 visa holders whose DS-2019 was issued by someone other than UW must also bring a letter from your sponsor stating that you are allowed to work.

4. Documents needed to apply for SSN in Cheyenne you will need:

F-1 Visa Holders: SSN Application, employer's letter, ISS letter, I-20 document, passport/visa, I-94 printout obtained from www.cbp.gov/i94.

J-1 Visa Holders: SSN Application, employer's letter, ISS letter, DS-2019 document, passport/visa, I-94 printout obtained from www.cbp.gov/i94, letter from issuing agency if other than UW.

Anyone in any other visa status must be able to present a USCIS issued Employment Authorization Document (EAD) or an approval notice for a work visa in order to apply for a social security number. If a number is needed to file taxes, please apply for a Tax Identification Number through the Internal Revenue Service or UW Tax Office authorized agent.

Please Note: If you are employed on the UW campus, you must apply for a social security number prior to the end of the calendar year. The University is subject to fines if they cannot report a SSN for you.

You should receive your social security number within 4-6 weeks after you have applied for it and should also receive a letter verifying that you have applied for the number.

After you receive your social security number, it is important that you let the appropriate University offices know your new number. This includes your individual department and the Human Resources office. If you would like to bring a copy of it to ISS so that we can put it in your file, that would be great, **but remember the only required notification is your employer or the bank if you are getting interest on an account for tax purposes. No one else has a legal right to your social security number.**

DIRECTIONS TO DISTRICT SOCIAL SECURITY OFFICE IN CHEYENNE

- 1) Take I-80 East to Cheyenne
- 2) Exit at the College Drive exit, Exit 364
- 3) Turn left onto S. College Drive
- 4) Continue straight on College Drive to Pershing Boulevard, and turn left onto Pershing
- 5) The Social Security Office is on the left side of the road at 3001 E. Pershing, and is located in Suite 140.

Office Information:

Social Security Administration
3001 E. Pershing Boulevard
Suite 140
Cheyenne, WY 82001
Hours: Mon, Tues, Thurs, Fri: 9:00am – 3:00pm
Wed: 9:00am – 12:00pm
Phone: 866-336-7580