



International Student and Scholars

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www.uwyo.edu/iss/

SOCIAL SECURITY INFORMATION AND PROCEDURES

Anyone who is employment in the United States must apply for a U.S. Social Security number (SSN). The temporary number that you receive from UW is used on campus ONLY. If you are employed at UW, you must apply for your SSN prior to the end of December. UW is subject to fines if you do not apply on time. If you are not employed in the US you may not apply for a social security number.

You must apply at the Social Security Administration Office in Cheyenne, WY. You may not apply until one month after the beginning of the semester for student, or until one month after your arrival for visiting scholars. You should receive your social security number in the mail within 4-6 weeks after you apply.

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/social%20security/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. Complete and print the Social Security Application from** <https://www.ssa.gov/forms/ss-5.pdf>.
- 3. Bring your employer letter and SSN application form to ISS BEFORE** you go to the Social Security office. 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 to take to apply for SSN in Cheyenne:**
SSN Application, employer's letter, ISS letter, I-20 or DS-2019 document, passport/visa, I-94 printout.

For any other visa status: must have a USCIS issued Employment Authorization Document (EAD) or approval notice for a work visa. If needed to file taxes, contact the UW Tax Office authorized agent at tax@uwyo.edu.

After you receive your social security number, it is important that you tell your department office and Human Resources. **Remember, the only required notification is your employer or your bank. No one else has a legal right to your social security number.**

Social Security Administration Address:

3001 E. Pershing Boulevard, Suite 140
Cheyenne, WY 82001
Phone: 866-336-7580

Hours:

Monday, Tuesday, Thursday, Friday: 9:00am to 4:00pm
Wednesday: 9:00am to 12:00pm (noon)

Driving Directions to the Social Security Administration Office:

- 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