

# F-1 Visa International Students: HOW TO GET A SOCIAL SECURITY NUMBER IF YOU ARE WORKING ON- CAMPUS

Follow the steps below to apply for a Social Security Number.

1. Find employment in a UNLV department
2. Ask your on-campus employer to give you an International Students Evidence of On-Campus Employment letter. Your employer should fill out the letter on the ISS website, at [www.unlv.edu/studentlife/international](http://www.unlv.edu/studentlife/international) and print it on the department's letterhead.
3. Bring the Evidence of On-campus Employment letter to the International Students & Scholars office to request the DSO Sign-Off at the bottom of the letter. Attach the Evidence of On-campus Employment letter to the Work Permit Request form (#1) and fill out the Social Security Sign-off portion of that request form.
4. During walk-in hours in the ISS office, the DSO can do the DSO Sign-Off right away. Or you may leave the request and come back to pick it up the next business day after 12 noon.
5. Go to Social Security Administration and apply for a Social Security Number.  
Bring:
  - a. EVIDENCE of On-Campus Employment letter from your employer with DSO Sign-Off completed from ISS office
  - b. ORIGINAL Passport
  - c. ORIGINAL UNLV I-20
  - d. ORIGINAL F-1 Visa
  - e. ORIGINAL I-94

## **U.S. Social Security Administration Office Address**

**5460 W. Sahara - Las Vegas, NV 89146**

**Directions:** Going West on Sahara, the office is ½ way between Decatur and Jones on the right.

It is on the North-East corner of Lindell street behind the *Liberty Lock & Key* building

**Open:** Monday – Friday excluding holidays, 9:00am - 4:00pm

**Phone:** (702) 248-8717