REQUIREMENTS FOR SSN

- Must have an employment offer letter on letterhead in a specific format
  - Example Employer letter available in our office or on the ISFO Website under Forms section
    - [www.niu.edu/isfo](http://www.niu.edu/isfo)

HOW TO APPLY

STEP ONE: WHAT TO BRING TO ISFO

- Bring the employment offer letter to ISFO to have an advisor co-sign the letter.

STEP TWO: WHAT TO BRING TO THE SOCIAL SECURITY OFFICE

- If you are eligible to request and receive a Social Security Number, you will need to bring the originals and copies of the following documents to the Social Security Office:
  - Employment offer letter, with the signature from ISFO
  - Passport
  - I-94
  - I-20 or DS-2019
  - Student ID
  - Birth Certificate (optional)
  - Social Security Application, which you can find on the ISFO Website under Forms section
    - Write your own mailing address on the application
  - You may apply to any Social Security Office; many students go to the Elgin Social Security Office as that office knows our students and office.
    - Address of the Elgin Social Security Office: 790 Fletcher Drive, Elgin, IL 60123

STEP THREE: AFTER YOU HAVE RECEIVED YOUR SOCIAL SECURITY CARD

- You will need to forward your new number to the following NIU Offices
  - Registration and Records – located on the 2nd floor of Williston Hall
  - Payroll Office – located in Swen Parson Room 110
- You will need to report your new SSN to your bank
  - If you have an account with a local bank, please inform them of the new Social Security Number. This will allow you to do online banking

If you have any questions, contact ISFO at 815-753-1346

December 2014