

Obtaining a Social Security Card

1. When you arrive at the Social Security Office, you will be asked to present your:
 - A. Valid Passport with F-1 Visa stamped
 - B. I-94 card
 - C. Valid I-20
 - D. Barry ID Card
 - E. Letter of Introduction, issued by International and Multicultural Programs (IMP)**
 - F. Proof of employment (Letter on page 2 from employer)
 - G. Birth Certificate (optional)

2. If you live on campus, the closest Social Security Offices are located at:

Social Security Administration
18475 NW Second Avenue
(Lincoln Square Executive Ctr.)
Miami, FL 33169
Phone: (305) 655-0835

Social Security Administration
8345 Biscayne Boulevard
Miami, FL 33138-3506
(305) 759-5524

DIRECTIONS:

Please visit: http://www.miamidade.gov/transit/trip_planner.asp for bus schedule and trip planner.

3. Fill out the form that the Social Security Administration will give you. On item number 3, please check:

() Foreign Student Allowed Restricted Employment.
4. If the clerk asks you why you want a Social Security number, present the letter of introduction from this office.
5. When you receive your Social Security number, please report this to the Intercultural Center department.

SAMPLE Social Security Letter from Employer

MUST BE ON BUSINESS LETTERHEAD

(Today's Date)

Social Security Administration
Miami, FL USA

To: Whom It May Concern

This is evidence of on-campus employment for **(Student's Name)**. The nature of **(Student's Name)** job is **(Job Title)**. **(Student's Name)** started [or will start] working with **(Company/Department Name)** and will work **(number)** of hours a week.

The following is employer contact information:

Employer Identification Number (EIN): _____

Employer Telephone Number: _____

Student's Immediate Supervisor: _____

If you have any questions, please do not hesitate to call.

Sincerely,

(Your Name)
(Title)