Applying for a Social Security Card

F-1 students can only apply for a Social Security Number if they have a graduate assistantship, fellowship or have on-campus employment with the University.

To apply for a Social Security Number, students must be registered full-time.

Students will need to bring the following documents to the Social Security Office to apply for a Social Security Number:

- Valid passport
- Valid I-20
- Most recent I-94 (Visit https://i94.cbp.dhs.gov/I94/#/home to download your I-94.)
- Pictured document that is over one year old, such as a passport or birth certificate
- Letter of employment from your employer (Please refer to the backside of this page for a template of the letter.)

New F-1 students must wait 48 hours (2 days) from the date of full-time registration before applying for a Social Security Number. This is to allow the Social Security Office time to verify your F-1 status in their immigration database.

After applying, Social Security Cards will be issued in approximately 2 weeks. On the date a student applies for a Social Security Number, the Social Security Office will issue an application confirmation letter. Graduate students can bring this letter to their supervisor, which will allow them to begin work until the Social Security Card arrives.

Social Security Office

106 Corporate Boulevard
Lafayette, LA 70508

Phone Number: (888) 619-4771
Website: https://www.ssa.gov/

Hours of Operation:

Monday – 9:00AM – 4:00PM

Tuesday – 9:00AM – 4:00PM

Wednesday – 9:00AM – 12:00PM

Thursday – 9:00AM – 4:00PM

Friday – 9:00AM – 4:00PM

Saturday – Closed

Sunday - Closed

Due to COVID-19, you must make an appointment to apply for a SSN at the Lafayette Social Secuirty Office. Please call 888-619-4771

Social Security Letter Template

for UL Lafayette F-1 International Students

Employment Letter Template

Instructions for hiring department: All information listed below is required by the Social Security Administration in order for international students to apply for a Social Security number. This employment letter should be printed on original departmental letterhead.

(Date)

To Whom It May Concern:

This is evidence of on-campus employment for _____
(Name of F-1 student)

Nature of student's job (e.g., library aide, research assistant, graduate assistant etc.):
_____

Start date: _____   Number of Hours/Week: _____

Employer's contact information:

__72-6000820_____
(Employer's Identification Number (EIN))

_____
(Employer's Telephone Number)

_____
(Student's Immediate Supervisor)

_____
Employer's Signature (Original):

_____
Signatory's Title