In order to work for the University of Florida, all employees must present a valid U.S. social security card. To obtain one, visit the Social Security Administration Office at least 10 calendar days after your arrival to the United States.

Failure to do so, may significantly delay your hiring process and your first paycheck.

**Necessary Documents**

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>F-1 Student</th>
<th>F-1 Student (OPT)</th>
<th>J-1 Student</th>
<th>J-1 Scholars</th>
<th>H-1B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexpired passport</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>I-94 (electronic or paper)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>I-20 (If you are on OPT/CPT, present your OPT/CPT I-20)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>I-797</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>DS-2019</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Employer Letter</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>UFIC Verification Letter</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAD Card</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

**UF International Center (UFIC) Verification letter**

The letter provided by the UFIC must contain the following information:
- Identifies foreign national
- Confirms foreign national’s current school status
- Identifies employer and type of work
- UFIC: [https://internationalcenter.ufl.edu/international-students-scholars/additional-information/social-security-application-process](https://internationalcenter.ufl.edu/international-students-scholars/additional-information/social-security-application-process)

**Employer Letter**

The letter provided by the employer must contain the following information:
- Foreign national’s job duties
- Employment start date
- Foreign national’s planned total work hours per week
- Supervisor’s name and phone number
OBTAINING A SOCIAL SECURITY CARD

UNIVERSITY of FLORIDA

Location

Social Security Administration Office (Gainesville)

- SSA Office Locator: https://www.ssa.gov/locator/
- Social Security Administration Office
- Address: 4562 NW 13th St, Gainesville, FL 32609
- Phone: (800) 772-1213
- Hours:
  - Mon, Tue, Thurs, Fri: 9:00 am – 4:00 pm
  - Wed: 9:00 am – Noon

Directions

RTS Bus: https://goo.gl/maps/Zt2csyXq9ETqwRbV9

- From the University of Florida the best route is Route 6.
  - Get off at the bus stop across from Gatorland Kubota (immediately after crossing NW 45th Ave)
  - Cross the street towards Gatorland Kubota and walk about 3 minutes to the SSA Office

RTS Bus: http://go-rts.com/

Driving Directions: https://goo.gl/maps/F2pJoRXQ2JgqUUi97