

# OBTAINING A SOCIAL SECURITY CARD

## UNIVERSITY of FLORIDA

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

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

### 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>

### 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

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### 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 45<sup>th</sup> Ave)
  - Cross the street towards Gatorland Kubota and walk about 3 minutes to the SSA Office
- RTS Bus: <http://go-rt.com/>

**Driving Directions:** <https://goo.gl/maps/F2pJoRXQ2JggUUi97>

