



## F-1 International Students: HOW TO GET A SOCIAL SECURITY NUMBER IF YOU ARE WORKING ON- CAMPUS

*Follow the steps below to apply for a Social Security Number.*

1. Find employment in a UNLV department.
2. Request and receive on-campus work permit from OISS (requests take 7 days to process).
3. Ask your on-campus employer to give you an International Students Evidence of On-Campus Employment letter. Your employer should fill out the letter on the OISS website, at <http://studentlife.unlv.edu/international> and print it on the department's UNLV letterhead.
4. Bring the Evidence of On-campus Employment letter to the International Students & Scholars office to request the DSO Sign-Off at the bottom of the letter. *You can ONLY apply for a social security number within 30 days of your employment start date and you need to be in the U.S. in F-1 visa status for at least 10 days before you go to apply for a Social Security number.*
5. During walk-in hours in the OISS, the advisor/DSO can do the DSO Sign-Off right away. Or you may leave the request and come back to pick it up the next business day after 12 noon.
6. Go to Social Security Administration and apply for a Social Security Number. Bring:
  - a. EVIDENCE of On-Campus Employment letter from your employer with DSO Sign-Off completed from OISS
  - b. ORIGINAL Passport
  - c. ORIGINAL UNLV I-20
  - d. ORIGINAL F-1 Visa
  - e. ORIGINAL I-94

**U.S. Social Security Administration Office Address  
1250 S. BUFFALO, SUITE 150, Las Vegas NV**

**Directions:** Take the CAT route 109 from UNLV (stops at Flamingo, Harmon or Tropicana). Take CAT route 206 from Charleston/Maryland intersection to Buffalo. The Social Security Office is located at 1250 S Buffalo Dr. Suite 150, about one block south of Charleston.

**Open:** Monday – Friday excluding holidays, 8:45am - 4:00pm

**Phone:** (702) 248-8717