

How to Apply for a Social Security Card

It is your responsibility to apply for the Social Security Card (SSC) in a timely manner, preferably, within three weeks of your hire date. It is important to complete the steps provided below in consecutive order.

Please note that this process must be completed or you are in violation of TAMU System Regulation 33.99.12.1.2.

Step 1: Get Employment Offer Letter from Engineering Department via email

As soon as you receive notice that you are being hired into an employment position you will get an offer letter from your departmental payroll coordinator. This will come via email from engineeringHR@tamu.edu with the subject line “Texas A&M Engineering: Offer Letter”. A written offer letter must be provided before Step 2 can be completed.

The offer letter must contain:

- 1. Name (as listed on the passport)
- 2. Department
- 3. Position/Title
- 4. Start Date (no more than 30 days in the future at the time of application)
- 5. Number of hours per week (if paid hourly)
- 6. Rate of pay
- 7. Contact information for employer and supervisor
- 8. Texas A&M Engineering Employment Identification Number (EIN)

Important note: *If you need an original signature on your offer letter, please have your supervisor sign the offer letter you receive from engineeringHR@tamu.edu before arriving to the Social Security Office.*

Step 2: Request SSN endorsement via Terra Dotta on ISS (students/grads only; faculty/staff proceed to step 3)

- 1. The International Student Services (ISS) is located on campus in Pavilion Room 110 MS 1226.
- 2. The endorsement process takes **5-10 business days**.
- 3. [International Student Services \(iss.tamu.edu\)](https://iss.tamu.edu) – Terra Dotta

Important Note: Hover your mouse over “F-1 student Employment Requests” then click on “F-1 Social Security Endorsement” to begin the process of getting your ISS endorsement.

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Step 3: Fill out Social Security Number (SSN) application

Fill out the SSN application.

- 1. The Social Security Number application can be found at <https://www.ssa.gov/forms/>

Step 4: Go to Social Security Administration (SSA) office to apply for a Social Security Card

This step requires your presence in the U.S. for 15 days after your **entry** in the U.S. (not 15 days after your hire date).

The Social Security Administration office is located at 2120 W Briargate Dr., Bryan, TX 77802.

****Important Note: Due to COVID-19 restrictions, the SSA office is not currently taking walk-in appointments, you must contact them to set up an appointment to apply.****

****This office is not within walking distance and not on the TAMU bus route****

It is recommended that you request a receipt from the Social Security Office as proof that you have applied for your SSN. The receipt you receive from the SSN Office needs to be uploaded to the Payroll link: <https://it-lf-ecmf2.ads.tamu.edu/Forms/payroll-document-submit>

Documents needed when going to the Social Security Administration:

- 1. Social Security Number application completed using blue or black ink
- 2. You must provide a current unexpired document issued to you by the Dept of Homeland Security (DHS) showing your immigration status, such as Form I-551, I-94 or I-766. If you are a student, you may need to provide additional documents such as I-20 or DS-2019.
- 3. Original I-94
- 4. Original passport and a photocopy of the picture page, the page showing the expiration date, and the U.S. visa stamp
- 5. Students/grads: Employment offer letter endorsed by ISS in **Step 2**

Step 5: Wait for SSC to arrive in the mail

- 1. It will take approximately **2 weeks** for the social security card to arrive at the mailing address on the SSN application form.
- 2. If you do not receive your SSN, you will need to contact the Social Security Office and ask them to investigate why you did not receive your SSN card.

Step 6: Once you receive your SSC

It is very important that you complete the steps below as soon as you receive your card.

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- 1. You will need to login to your TEES Glacier account and update your account with your social security number, then print and sign the Tax Summary, W-4 and Treaty (if applicable) and upload your SSC to this link <https://it-lf-ecmf2.ads.tamu.edu/Forms/payroll-document-submit>.
- 2. Engineering Payroll is in the Zachry Engineering Education Complex in Suite 531.