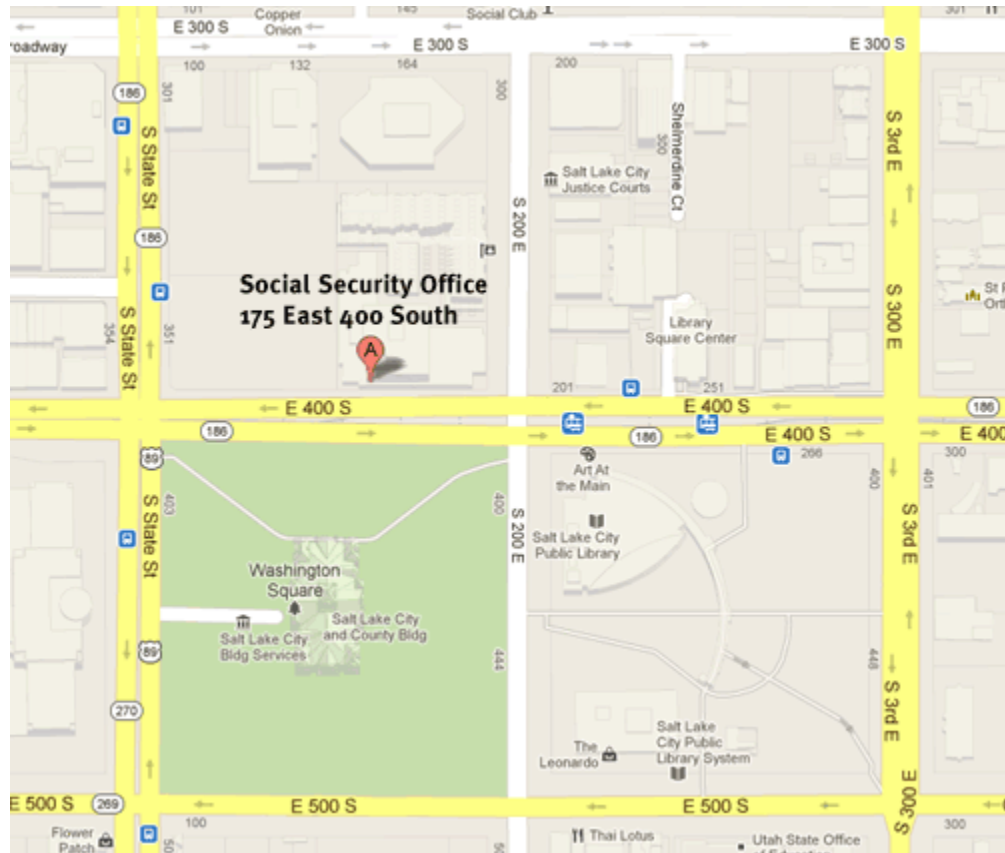


How to Obtain a Social Security Number

Wait at least **2 business days** after checking in with ISS. This time will allow for your **SEVIS records to be validated**. Please note that the SSA will not issue an SSN until your SEVIS record has been validated.

1. Go to the Social Security Office in Salt Lake City located at:
175 East 400 South, Suite 500
Salt Lake City, UT 84111
Toll Free: 1-866-851-5275
2. Present the following documents in person at the SSA Office:
 - a. **Completed SSN Application**
 - b. **Passport**
 - c. **1-94 record**
 - d. **DS-2019**
 - e. **DSO Work Authorization letter** from International Office
 - f. Appointment or **Visiting Scholar Letter** from your hosting department
3. The SSA office will issue a **receipt** for your application.
4. Bring the receipt to the Materials Science office located in room CME 304. Materials Science department will give you written acknowledgment for temporary working ID.
5. Go to Tax Services located at:
201 South Presidents Circle
Room 411
Salt Lake City, UT 84112-9023
Phone: 801-581-3428
6. Present the following documents:
 - a. **Receipt** from the Social Security Administration
 - b. Copies of **visa** and International Center issued **work authorization letter**
 - c. Written **acknowledgement from the department**
7. Tax services will provide you with a temporary work ID.

Social Security Office Information



Address: SUITE 500
175 EAST 400 SOUTH
SALT LAKE CITY, UT 84111

Phone: 1-866-851-5275

Hours: Monday 9:00 AM - 4:00 PM
Tuesday 9:00 AM - 4:00 PM
Wednesday 9:00 AM - 12:00 PM
Thursday 9:00 AM - 4:00 PM
Friday 9:00 AM - 4:00 PM
Saturday Closed
Sunday Closed