

GORDON-ZETO CENTER FOR GLOBAL EDUCATION SOCIAL SECURITY ADMINISTRATION DOCUMENT CHECKLIST

Below you will find a list of necessary items to complete your Social Security number application. Remember, it takes 10 days to 3 weeks to receive your card (and number) by mail.

- Employee hire letter with hours (part-time) and start date
- International Student Services Coordinator letter
- I-94 (most recent one- www.cbp.gov/i94)
- Passport (with 6 months validity)
- Most recent I-20
- SSA application (It is included in your packet, but you can also complete one when you get to the SSA office.)

Please contact us with questions.

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