

Social Security Number and Employment Information

If an international student receives a job offer to work on campus or for an internship (and also has CPT authorization), they can apply for a social security number. International students can only apply for a social security number if they have an offer for a paid position. They must also wait to begin working until they have applied for the social security number and must bring a copy of the card to the HCU Human Resources office upon receipt.

In order to obtain a social security card, take the following documents with you:

- 1-20
- Passport
- I-94 to be found here: <https://i94.cbp.dhs.gov/I94/#/home>
- HCU Student Identification
- Letter from the International Office
- Employment Verification form to be completed by your employer (offer letter)
- If on OPT please take your Employment Authorization Card (this is the card received when your OPT was approved)

Make sure you carry your original copies of the I-20, passport, visa and I-94 form. **DO NOT TAKE COPIES!**

Locating an office:

Call Toll Free: 1.800.722.1213

Website: <https://www.ssa.gov/>

Closest Location to HCU:

Address: 8989 Lakes at 610 Drive, Houston, TX 77054

Hours of Operation: 9 am – 4 pm (except Federal Holidays).

I-9 Information:

You will be asked to complete an I-9 form by your employer.

- If you are working on the HCU campus, you will need to go to the HR Office located in the ground floor in the Hinton building) before you start working and complete the student worker packet.

- You must complete the I-9 and provide documentation listed. The easiest documents for you to bring are probably your original passport and I-94 (HR will make copies of both).
- If you are working OFF campus, you will need some of the documents listed on the I-9 documents list, but the employer will need to see an EAD card or CPR authorization on your I-20.