

# How to get a Social Security Card

After you have officially been offered a position on campus and your new work supervisor has completed the required authorization, Sara Friar will prepare a letter that you will need to apply for a Social Security Card. This letter will confirm your eligibility for on-campus employment and verify that you have been offered a specific position, e.g., in the library.

*You must pick up this letter from the Center for Global Education.*



## Documents you must present at SSA:

- Letter from Sara Friar
- SSA Application (available online at: <http://www.ssa.gov/online/ss-5.pdf>)
- Admission (I-94) Number:
  - The I-94 is the Arrival / Departure Record, in either paper or electronic format, issued by a Customs and Border Protection (CBP) Officer at the time of entry to the U.S. After April 30, 2013, most Arrival/Departure records are created electronically.
  - To access and print your I-94 number go to: <https://i94.cbp.dhs.gov/I94/request.html>
- I-20 or DS-2019
- Passport
- Edgewood College ID Card

Social Security Administration (SSA)

6011 Odana Rd. Madison, WI 53719

Phone: 1-866-770-2262

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

Hours: 9:00 am - 4:00 pm Monday-Friday  
except Wednesdays 9:00 am – 12:00 pm

## How do I get there?

The SSA office is located on Odana Road, west of Whitney Way and about 1 mile east of West Towne Mall. Take the Metro Bus route # 3 (the 3 WEST TFR PT via DIVISION bus) from the top of Edgewood College Drive to the TOKAY > ODANA (6265) stop. This should be about a 10 minute bus ride.