



International Student Services

Obtain a Social Security Card | Fax (801) 223-9478
LA114 | Phone (801) 863-8778 | www.uvu.edu/iss

1. Bring a work clearance form to the International Student Services to be filled out, authorizing you to work at UVU.
2. Get a memo from your employer stating that you have been officially hired for a position.
3. Bring the employer's memo to the International Student Services so we can write you a letter to take to the Social Security Office.
4. Take the following to the Social Security Office:
 - a. I-94 with Passport
 - b. I-20
 - c. International Student Services Approval
 - d. Letter from Supervisor

The Social Security office is located at 88 West 100 North in Provo.

5. When you arrive at the Social Security Office, immediately take a number as you walk in. When they call your number you may go up to the window. There may be a wait, so plan for enough time. Before seating, go to the wall of applications and find the one that you need to apply for a social security number for the first time. Fill out the form and have it ready to give to the person at the window when they call your number.