



The University of Texas at El Paso
Social Security Number Application Process

<u>Student</u>	
<input type="checkbox"/>	Step 1. Student will submit the "Social Security Letter" request concurrently with the "On-Campus Work Authorization" request via Sunapsis .
<input type="checkbox"/>	Step 2. Hiring Department will generate an additional support letter utilizing the SSN template letter located in the HR Forms Mine website and provide the original letter to the student.
<input type="checkbox"/>	Step 3. Student will contact the Social Security Administration (SSA) to apply for a Social Security Number (SSN) by calling: (866) 964-6229 and/or visiting the following website https://www.ssa.gov/ssnumber/ to schedule an appointment - The office is located at 600 Texas Ave, El Paso, TX 79901
<input type="checkbox"/>	Step 4. Be prepared for the appointment and ensure you have the following original documents : a. Original support letters (OIP and department) b. Original I-9 Documents (Example: I-20, Passport, Visa, I-94) c. Correct Mailing address ready- Ensure PO Box is listed correctly (if applicable)
<input type="checkbox"/>	Step 5. Upon applying for an SSN with the Social Security Administration (SSA), the SSA will issue a receipt letter via mail as confirmation the SSN was requested. Submit the letter to Human Resources in person with the New Hire Packet and I-9 documents.
	<u>Important Notice:</u> Once the student has obtained the receipt letter from SSA a temporary SSN can be issued in the interim until the social security card is received in the mail. <u>Students are responsible to submit the social security card to HR immediately upon receipt to update the SSN with the payroll office and avoid any payroll interruptions.</u> It is important to note, students are not allowed to work until a 600# is issued to the hiring department. For further information on the SSN please visit the Office of International (OIP) Website



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<u>Staff/Faculty</u>	
<input type="checkbox"/>	<p>Step 1. Staff/Faculty must schedule to meet with the Office of International Programs (OIP) to activate their immigration status at oiip@utep.edu and submit a request for the "Social Security Letter" via Sunapsis . Applicable only to (F-1 or J-1 status).</p> <p>* H1-B holders must to report to Human Resources.</p>
<input type="checkbox"/>	<p>Step 2. Hiring Department will generate an additional support letter utilizing the SSN template letter located in the HR Forms Mine website and provide the original letter to the new staff/faculty hire.</p>
<input type="checkbox"/>	<p>Step 3. Staff/Faculty will contact the Social Security Administration (SSA) to apply for a Social Security Number (SSN) by calling: (866) 964-6229 and/or visiting the following website https://www.ssa.gov/ssnumber/ to schedule an appointment - The office is located at 600 Texas Ave, El Paso, TX 79901</p>
<input type="checkbox"/>	<p>Step 4. Be prepared for the appointment and ensure you have the following original documents :</p> <ul style="list-style-type: none">a. Original support letters (OIP and Hiring department)b. Original I-9 Documents (Example: DS-2019/ I-797, Passport, Visa, I-94)c. Correct Mailing address ready- Ensure PO Box is listed correctly (if applicable)
<input type="checkbox"/>	<p>Step 5. Upon applying for an SSN with the Social Security Administration (SSA), the SSA will issue a receipt letter via mail as confirmation the SSN was requested. Submit the letter to Human Resources in person with the New Hire Packet and I-9 documents.</p>
	<p><u>Important Notice:</u></p> <p>Once the staff/faculty has obtained the receipt letter from SSA a temporary SSN can be issued in the interim until the social security card is received in the mail. <u>Staff/faculty are responsible to submit the social security card to HR immediately upon receipt to update the SSN with the payroll office and avoid any payroll interruptions.</u></p> <p>It is important to note, staff/faculty are not allowed to work until a 600# is issued to the hiring department.</p> <p>For further information on the SSN please visit the Office of International (OIP) Website</p>