

Jacksonville University
Social Security Card Application Procedures for International Students

- Find an on-campus job/be offered an on-campus position (University Work Study Only)
- Fill out the University Authorization to Work Form, the Statement of Responsibility and Confidentiality, and Student Expectations form with your supervisor (**do not fill out the I-9 or W-4 until you have a social security number**)
- Have your supervisor fill out the form letter that verifies employment (if your supervisor does not have this letter, they can get it from Financial Aid) take this letter to the Office of Student Life. The Office of Student Life will then give you the document that you'll need to take to the Social Security Office; take this document along with your I-94 and I-20 to the social security office fill out an application for your social security number.

Social Security Administration Office
3733 West University Boulevard, Suite 100
Jacksonville, FL 32217
(904) 730-5555
(800) 772-1213

Driving Directions:

(GO SOUTH ON UNIVERSITY BLVD); THEY ARE LOCATED IN THE CENTURY PLAZA BUILDING, 1 1/2 BLOCKS WEST OF PHILLIPS HWY (US1). THEY ARE ACROSS THE STREET FROM THE UNIVERSITY MALL (STEINMART). THE ENTRANCE IS AT THE BACK OF THE BUILDING WITH AMPLE FREE PARKING.

- Once you have successfully applied for your social security number you can begin working on campus and turning in timesheets to your supervisor. (your card should be issued in approximately 3-6 weeks)
- Timesheets will be held until you bring the newly issued social security card along with your student ID to the Student Employment Coordinator in the Financial Aid Office; at this time you will also be required to fill out the W-4 and I-9 forms. (**NOTE:** You cannot be paid until you have been issued a social security number and have completed both the I-9 and W-4 forms with the Student Employment Coordinator)