

MAKING A TRIP TO THE SOCIAL SECURITY OFFICE

Athens Social Security Administration Office

Phone: 1-866-964-3294

Address: 1650 Prince Avenue
Athens, GA 30606

Hours: M-F 9:00am – 3:00pm
W 9:00am – 12:00pm

*It gets busy around lunch time

THINGS YOU WILL NEED:

- Your valid passport AND visa
- Your I-20 or DS-2019 – If applicable, page 3 of your I-20 needs to be filled out. For questions, please contact the Office of International Education (OIE)
- Your I-94 – You may print out your electronic I-94 form from the U.S. Customs and Border Protection web page: www.cbp.gov/i94
- F-1 students must present a signed letter from your department or employer stating your current school status, job description, the start date, number of working hours a week, and supervisor's contact information. You get the letter itself from OIE and then take it to your department for their signature.
- J-1 students who are sponsored by UGA will need a letter from OIE (similar to F-1 students)
 - ~ F-1 and J-1 students can request their SSN letter from OIE using the following link: https://fs21.formsite.com/issisuga/SSALetterRequest/secure_index.html
 - ~ J-1 students who are NOT sponsored by UGA should obtain a letter from their sponsor. The letter should be on sponsor letterhead with an original signature that authorizes a student's employment.
- A filled out SS-5 form.
 - ~ Download and print out the form. You can find it here: <http://www.ssa.gov/ssnumber/ss5.htm>
 - ~ If you have questions about what name to use, ask the Social Security Officer when you go.
 - ~ If an area doesn't apply (Mother's Social Security Number e.g.), leave it blank.
 - ~ For question 16: Use the address where you would like the card mailed.

1. MAKING THE TRIP: The entire trip takes about 2 hours, so be sure you set aside an entire morning or afternoon. Be sure you have checked-in with the Office of International Education (OIE). Your SEVIS record must be Active before you go to the Social Security Administration. Make sure you have all the necessary documents complete and ready to go. Social Security Administration can only accept original documents or documents certified by the issuing agency. Notarized copies or photocopies of documents are not acceptable.

2. GOING TO THE OFFICE:

- Take bus # 7 (Prince Avenue) from the Arch or Multi-Modal Transportation Center (MMTC).
- For the current bus schedule, visit: <http://athenstransit.com/routes-and-fares/routes-by-number/route-7.html>.
- Swipe your UGA ID card as you get onto bus #7 (Prince Ave).
- If you get on the bus at the Arch, the bus will stop for about 10 minutes at the MMTC – stay on the bus.
- The Social Security Office is the stop directly after the Athens Regional Medical Center (hospital is on the left).
- A good clue is when you see a long, wrought iron fence on the left pull the stop request cord; the fence is located right before your stop.

3. AT THE OFFICE:

- Go to the kiosk by the door and press the number for first time card application on the screen.
- Take the number printed out and wait until your number is called.
- When your number is called, go to the desk you are instructed to.
- For assistance, ask the police officer located at the help desk by the door.
- Once you are at a desk with a Social Security Officer, tell the officer that you'd like to apply for a first-time card and give them your paperwork.

4. GETTING BACK TO CAMPUS: When you leave the office, you can either take bus # 7 (Prince Avenue) back to campus or you can cross the street (you will need to walk a ways to find a crosswalk) and take bus #5 (Beechwood/Baxter). The bus stop for bus #5 is directly across the street from the Social Security Administration Office.

5. GETTING YOUR CARD: Ask the Social Security Officer how long it will take for your card to arrive in the mail. The card will come to the address you provided on the SS-5 form.

6. UPDATE YOUR EMPLOYER: Take your new Social Security Card to your employer. Your employer will update your information with UGA using this card.

