

Making a Trip to the Social Security Office

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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 Global Engagement. 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: <https://www.athensclarkecounty.com/7565/Route-7---Prince-Avenue>
- 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.
- The Social Security Office is the stop directly after the Athens Regional Medical Center (the 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 that you are instructed to go 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, go back to the same bus stop you got off and take bus #7 (Prince Avenue) back to the Arch.

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.

Take your new Social Security Card to your employer. Your employer will update your information with UGA using this card.