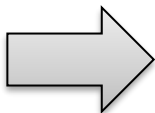


# GLACIER Online Tax Compliance System Process: F-1 Visa

## Your Computer (Wisc.edu Email)

Your Glacier account will be automatically created for you. You will receive two instructive emails, one from [support@online-tax.net](mailto:support@online-tax.net) (Glacier) and one from [uwhradminstration@wiscninsin.edu](mailto:uwhradminstration@wiscninsin.edu) (UW Administration). Read them carefully.

**Complete, print, and sign** documents generated from GLACIER system.



## UW Madison Office of Human Resources 21 N. Park Street Room 5101

**Within 48 hours after receiving emails, hand-deliver these documents to 21 N Park St, Room 5101**

- GLACIER-generated forms
- Copies of requested immigration documents (listed on GLACIER forms)

Documents must be delivered in-person, not emailed

If you do not receive 2 emails with Glacier account login information and form completion instructions OR if you have any GLACIER questions, email [glacier@ohr.wisc.edu](mailto:glacier@ohr.wisc.edu) for help.

## Social Security Number (SSN) Application Process

**NOTE: Your UW-Madison SEVIS record must be registered with the federal government before you can apply for your SSN. This will happen no later than 30 days from the program start date listed on your I-20.**

### Steps Prior to Submitting SSN application (can be done before SEVIS deadline):

#### 1. Job Dashboard

- Log into your [Job Dashboard](#), and click the button in the 'My Jobs' section that says **Appointment Letter**.
- Download and save your appointment letter as a PDF. Bring the appointment letter to Housing HR office to obtain a wet (physical) signature that you will need to submit to ISS.

#### 2. Request Social Security Letter from ISS

- Submit a SSN Letter Request on Terra Dotta.
- You will need to upload your appointment letter with wet signature (also known as your employment letter) to Terra Dotta as part of the SSN Letter Request process.
- You can pick up your Social Security Letter from the ISS Office, request they mail it to you directly, or download from Terra Dotta when available.
- Note - if request is submitted prior to SEVIS deadline, it will remain in pending status and in queue to review once SEVIS deadline is reached.



**See instructions on page 4**

### Submit your Social Security Application

6011 Odana Road  
(Bus Route J West)

Submit your application at:

<https://secure.ssa.gov/ossnap/public/landingOSSnap>

**Bring the below documents to the SSA office – appointment is needed:**

- Letter from ISS
- Appointment Letter (with wet signature from HR) or most recent pay statement
- Passport
- I-94
- Form I-20
- online control number or physical SSA application

## When You Receive Your Social Security Card in the Mail

### Office of Human Resources 21 N. Park Street Room 5101

**If you turned in your GLACIER forms without an SSN:**

- Login to GLACIER and enter SSN
- Print and sign updated GLACIER forms
- Bring updated forms to the 21 N Park Street, Suite 5101, Madison, WI 53725, as soon as possible
- Once you have obtained your SSN, take it to the Registrar's office, 333 East Campus Mall, to update their records



Call University Housing  
Human Resources at  
**(608) 262-2766**  
to provide your Social Security  
Number

(do not send over email)



Slichter Hall, 625 Babcock Dr, Madison WI 53706

(608) 262-2766 | [hr@housing.wisc.edu](mailto:hr@housing.wisc.edu)

### International Student Employees Must:

- ☐ Establish **employment eligibility/authorization** (complete I-9 process)
- ☐ Complete Self-linking process (you will receive an email with self-link instructions)
- ☐ Complete Federal and State Tax Withholding Elections via Workday (W-4 Form)
- ☐ Set up Payment Elections via Workday (provide direct deposit information)
- ☐ Complete the **GLACIER** Online Tax Compliance System process
- ☐ **Work NO MORE than 20-hours per week** during the academic year (except for scheduled academic breaks)

### 1. **Employment Eligibility/Authorization Verification (I-9 Process)**

Provide **ALL** the following documents to University Housing Human Resources:

- Foreign passport
- I-94 arrival/departure form
- I-20 form

**OR**

- Form I-766 Employment Authorization Document (EAD)

**NOTE: All documents must be current (not expired) and original. We cannot accept photocopies of any documents! We have computer access in our office for printing if you need to print either your I-20 or I-94 form.**

### 2. **Obtain a Social Security Number (optional)** refer to [iss.wisc.edu](https://iss.wisc.edu) for more information

**NOTE: Your UW-Madison SEVIS record must be registered with the federal government before you can apply for your SSN. This will happen no later than 30 days from the program start date listed on your I-20.**

- Obtain an electronic copy of your appointment letter (a.k.a. offer of employment) from your Job Dashboard on the University Housing website (<https://services.housing.wisc.edu/hrapp>) Remember to bring the letter to University Housing Human Resources to obtain a signature.
- Request Social Security letter online on Terra Dotta (you can submit a SSN Letter Request on Terra Dotta at any time. This can be done prior to SEVIS deadline. You will remain in pending status and in queue to review once SEVIS deadline is reached). Once the deadline has passed, you will receive a letter...
- Submit an online application for an SSN at <https://secure.ssa.gov/ossnap/public/landingOSSnap>
- After you submit the application, go to the Social Security Administration Office, located at 6011 Odana Road to apply for your social security number. (You can take the Madison Metro bus Route J West to Tokay Blvd. & Odana Rd. Walk west approximately ¼ mile to reach the office).

**You must take the following** with you to your appointment:

- Appointment Letter (This letter must include a “wet” or real signature from an HR representative) that you will need to pick up in the University Housing HR Office, Slichter Hall **OR** your most recent pay statement (this can be found in your Workday worker profile under *payroll information*)
- Foreign passport
- I-94 arrival/departure record
- I-20 form
- ISS Social Security Letter
- [SS-5 Application Form](#)
  - **If you apply online, bring your application online control number** (You will receive this number when you complete the online application)

- Receive your Social Security card in the mail approximately 2-3 weeks later.
- Call University Housing Human Resources Office at 608-262-2766 to provide your SSN.
- Once you have obtained your SSN, take it to the Registrar's Office, 333 East Campus Mall, to update their records.

***NOTE: If you do not receive your Social Security card within the time indicated on your receipt, call the Social Security Administration Office to follow-up at (866) 770-2262 or (800) 772-1213.***

***: Refer to [iss.wisc.edu](http://iss.wisc.edu) for more information***

### **3. Complete the GLACIER Online Tax Compliance System Process**

You will receive two emails that contain instructions and information you need in order to comply with the submission requirements related to taxes:

1. From the campus Office of Human Resources ([UWHRAdministration@ohr.wisc.edu](mailto:UWHRAdministration@ohr.wisc.edu)) introducing the GLACIER process
2. From GLACIER ([support@online-tax.net](mailto:support@online-tax.net)) including a username, password and links to register with the online system

**You must access the GLACIER system and provide the requested information to the Office of Human Resources located at 21 N. Park Street in Madison as soon as possible after receiving the emails. *If you do not provide the information, the maximum amount of U.S. tax will be withheld from your paychecks. No tax refunds will be allowed for noncompliance.***

- Follow the instructions in the emails you received. ***You will need a computer with internet access that is connected to a printer for this process.*** When you login to the GLACIER system, you will need the following information:
  - Foreign passport
  - Visa
  - I-94 arrival/departure record
  - I-20 form
  - Date and Visa type for your most recent entry into the U.S.
  - Dates and Visa types for ALL previous visits to the U.S. since January 1, 1986
  - Employment Authorization Document (EAD) *if applicable*
  - Social Security number

***NOTE: If you have not received your Social Security Number yet, continue with the process. You will need to go back into the GLACIER system to enter your SSN after it is received.***
- Print and sign the GLACIER reports and forms
- Submit all GLACIER-generated documents and the requested immigration document photocopies in person to the Office of Human Resources, located at 21 N. Park Street, Room 5101. These documents must be hand-delivered to their office, not emailed or mailed.

***\*\*If you do not have your Social Security Number when you initially complete the GLACIER requirements, you must login to GLACIER again when the SSN is received to update your record. Then you will need to print, sign, and hand deliver the documents again to the Office of Human Resources at 21 N. Park Street, Room 5101.***



## **Obtaining your Appointment Letter**

In order to obtain your Social Security Letter, you need to first obtain your appointment letter from your employer.

1. **Log into your University Housing Jobs Dashboard** to download your Appointment Letter (also known as your Offer of Employment)
  - a. Your dashboard can be accessed here:  
<https://services.housing.wisc.edu/hrapp/dashboard/index>
  - b. In the 'My Jobs' section of your dashboard, click on the 'Appointment Letter' button, and save the file as a PDF on your computer.
  - c. Print your Appointment Letter

### My Jobs

Job Title
<b>HR &amp; Payroll Assistant</b> Slichter
<div><div>Appointment Letter</div><div>Orientation Information</div><div>Request Accommodation</div></div>

2. Bring your Appointment Letter to the University Housing Human Resources office located in Slichter Hall, when you complete your employment paperwork.
3. An HR Representative will fill out the below information on your Appointment Letter:
  - Student's immediate supervisor
  - Employer's "wet" signature

## **Obtaining your Social Security Letter**

In order to obtain your Social Security Number, you need to obtain your Social Security Letter from the ISS Office. You can request this letter on Terra Dotta. Follow the steps below to complete this process:

1. [Request the Social Security Letter from Terra Dotta](#) (you will need a copy of your appointment letter for on-campus employment **or** your most recent pay statement).

For step-by-step instructions go to: <https://iss.wisc.edu/employment/social-security/> and click on 'How Do I Apply for a Social Security Number?'

- a. Select your Visa type (F-1).
- b. Follow the steps on this page to complete the Social Security Letter Request form – remember that you will need to upload a PDF of your Appointment Letter.
- c. Once you submit your request form, you can pick up your Social Security Letter from the ISS Office or have the letter mailed to you. The letter is also available to download and print from the Terra Dotta website as well.
- d. When you receive your Social Security Letter from the ISS Office, proceed with your application at the Social Security Administration Office.



## **Social Security Number (SSN)**

In the United States, a **Social Security number (SSN)** is a nine-digit number issued to U.S. citizens, permanent residents, and temporary (working) residents.

The main use of your Social Security number (SSN) is to track your Social Security benefits and income for taxes. However, others may use your SSN as a way to identify you. Banks, hospitals, and private businesses frequently reference your personal information with your SSN in order to make their record keeping easier. The fact that much of your private information is tied to one number that belongs only to you can pose some problems.

One of the most common forms of identity theft is when someone discovers your SSN and uses it to access personal information. For example, someone with your name and SSN could walk into your bank pretending to be you, claim that they forgot their (your) account number, and instead provide your SSN. They might make changes to your account by making withdrawals or transferring funds. They could open checking accounts, apply for credit cards and loans in your name, and more. A hacker can use your SSN to view personal information that you have placed online. Many people do not discover that they have become a victim of identity theft until they try to make a big purchase such as a car or house.

You should commit your SSN to memory, and never give it out when it is optional. If someone requests your SSN and you do not understand why they could need it, ask. If you need a password for an online service, do not make it your SSN. If the online service provider automatically makes your SSN your password, change it. Also, you should carefully check your credit card and bank account statements every month to see if there is any unusual activity. If you find something that catches your attention, contact your creditor or bank.

You should keep your Social Security card in a safe place with your other important papers. Do not carry it with you unless you need to show it to an employer or service provider. University Housing Human Resources does not need to see your Social Security card after it is obtained.

## **GLACIER Tax Compliance System**

GLACIER is a secure on-line Nonresident Alien (NRA) tax compliance system that collects tax-related information from foreign individuals receiving funds from the University of Wisconsin-Madison. All foreign nationals receiving funds from the University must have a GLACIER record. GLACIER determines residency status, withholding rates, and income tax treaty eligibility for foreign nationals.

### **Process Outputs:**

- Updated personal Tax Summary Report is produced
- Applicable forms that would allow tax treaty benefits if eligible

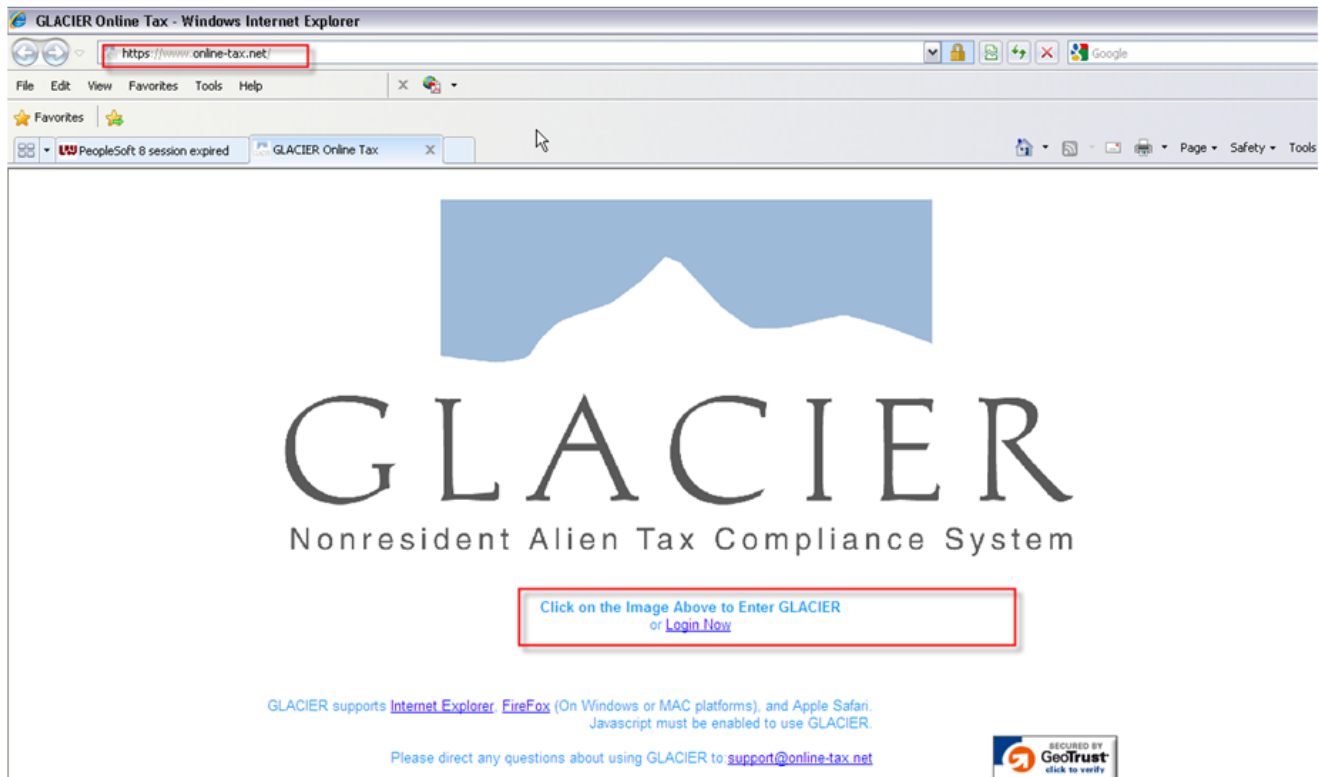
### **Process Considerations:**

- Foreign National must have Visa information and an email address on file with the University prior to entering their information into Glacier.
- Foreign National's usernames and passwords will be automatically emailed to them directly from Glacier, when they are loaded into Glacier. These are the usernames and passwords that the Foreign Nationals should use to log into Glacier for the first time to update their information within Glacier.

### **Procedure Steps:**

To perform this procedure, please follow these steps:

1. Verify Visa information and email address are set up correctly with Human Resources
2. Navigate to GLACIER (Nonresident Alien Tax Compliance System) <https://www.online-tax.net/>



3. Click on the "Login" hyperlink in order to login to Glacier

4. Enter the user name and password that you received via email.

**GLACIER** Nonresident Alien Tax Compliance

**ARCTIC INTERNATIONAL LLC**  
International Tax Consulting

Welcome to **GLACIER Nonresident Alien Tax Compliance**

To access **GLACIER**, please enter the following information:

UserID:

Password:

[Forgot Login?](#)  
If you have forgotten your UserID and/or Password, please select **Forgot Login?** An email will be sent to the email address in your **GLACIER** Individual Record.

GLACIER supports Internet Explorer, FireFox (On Windows or MAC platforms), and Apple Safari. Javascript must be enabled to use **GLACIER**. Please direct any questions about using **GLACIER** to: [support@online-tax.net](mailto:support@online-tax.net) **GLACIER** is a product of Arctic International LLC

5. Proceed through the steps within Glacier as directed by the instructions shown, updating all relevant information for each step. Please direct any questions about using GLACIER via email to: [support@online-tax.net](mailto:support@online-tax.net), if the next few steps don't answer your questions.
1. Navigate to Glacier and click Login Now.
  2. Enter the User ID and Password included in the email.  
NOTE: You will immediately need to change User ID and Password and sign back in using that information.
  3. Review the User Agreement and click I Accept.
  4. Select Create/Update/View my Individual Record and click Next.
  5. Enter information into Glacier, navigating through each page by clicking Next.  
NOTE: if you need assistance entering information into Glacier, contact Glacier support at [support@online-tax.net](mailto:support@online-tax.net) or click the Online Help link.
  6. Review the summary of information on the Tax Summary Report page, then click Next.
  7. Click Print Forms button on the View and Print Forms page.
  8. Click Next go to the Exit and Save page.
  9. Sign and deliver all forms printed from Glacier and all documents listed in the lower right corner of the Tax Summary Report to your institution. Also, provide a copy of your Employment Authorization Card (EAD) or Permanent Residence Card ('green card'), if applicable.
6. Personal Information: If you do not have a Social Security number or Individual Taxpayer Identification number, you will not be allowed tax treaty benefits. However, you must continue to complete all of the other data entry required fields, print your Tax Summary Report and submit it with your immigration documents as noted on the Tax Summary Report.
7. Relationship: Your relationship with the University of Wisconsin depends on your type of job title. There is a possibility that you are paid on multiple titles and may need to select more than one selection.
8. If you are paid on one of the following titles: Fellow, Post Doctorate Fellow, Adv Opp Fellow, Scholar, Post Doctorate Scholar, Trainee, Post Doctorate Trainee, Graduate Intern or Graduate Trainee then you should select the appropriate selection under Non-Service Scholarship/Fellowship category. If you have any other job title, then select the category of Employee/Staff/Faculty/Student/Research Assistant.



9. Income Type: This is based on your Relationship with the University of Wisconsin. If you selected a Relationship of Employee/Staff/Faculty/Student/Research Assistant, then select Income Type of Compensation/Wages/Salary. If you selected a Relationship of one of the following titles of Fellow, Post Doctorate Fellow, Adv Opp Fellow, Scholar, Post Doctorate Scholar, Trainee, Post Doctorate Trainee, Graduate Intern or Graduate Trainee, then select the Income Type of Scholarship or Fellowship (Non-Service).
1. If you are receiving Income Type of Compensation/Wages/Salary, you must have a Social Security number, if you do not have one, you must apply for one.
  2. If you are receiving Income Type of Scholarship or Fellowship (Non-Service), then you should apply for a Social Security number and if the Social Security Administration will not issue you a Social Security number, then you must apply for an Individual Taxpayer Identification number.
  3. If you are receiving both types of income, then you must have a Social Security number.
  4. If you currently have an Individual Taxpayer Identification number and you are only receiving an Income Type of Scholarship or Fellowship (Non-Service), then you do not need to apply for a Social Security number.
10. HRS Employee ID: Leave this field blank or if it is already populated, do not change it. This number is assigned by the Human Resources system and is NOT your Photo ID number.
11. Sponsoring Institution: You should select the appropriate choice, but most people will need to select *Other Institution*.
12. Time Spent in the U.S.:
1. Original (or anticipated) Date of Entry to the U.S.: This should be the date of your current (most recent) visit to the U.S., if you have been to the U.S. multiple times. Your previous visits will be captured on the next couple of screens. If you changed your status during your most recent visit, still enter the date you came into the U.S.
  2. Date Permission to stay in the U.S. Expires: Use the date from your I-20 (if F status) or DS-2019 (if J status) or I-94 (if other status)
  3. Estimated or Actual Date of Final Departure from the U.S.: If your actual date of departure is not known, then make an estimated guess. If you don't plan on leaving the U.S., you are still required to enter a date, so put it at least to the expiration date of your current status. You may need to change this date in the future as your situation changes.
13. Immigration Status: Please read these two statements carefully and select one of them. This question is again asking about your status on your current (most recent) visit.
1. If this is your first visit to the U.S. and you have not changed your immigration status, select the first statement.
  2. If this is your first visit to the U.S. and you have changed your immigration status, then select the second statement.
  3. If you have been to the U.S. multiple times, then you only want to look at your status upon entry in the U.S. for your most recent visit. If your status has not changed, then select the first statement.
  4. If you have been to the U.S. multiple times, then you only want to look at your status upon entry in the U.S. for your most recent visit. If your status has changed, then select the second statement.
14. Days Present In the U.S.: The number of days will be calculated for you for your most recent visit through the current date. If you left the U.S. at any time during the calendar year, you will need to enter the number of days you were not present in the U.S. If there are multiple years involved, then you need to enter the number of days by calendar year.

15. Prior U.S. visits: Select one of the two statements. If this is your first visit, regardless of your immigration status, then select the first statement. If you have had multiple visits and they were not covered above, then select the second statement and complete the information for your previous visits.
16. Review your Tax Residency Status Summary, if it is incorrect, the click on Back and correct necessary entries.
17. Tax Treaty Exemption Verification: You will only get this selection if you are eligible for tax treaty benefits. Please read the statement carefully to see if there are any limits that may affect your eligibility for the tax treaty benefits. Then make your selection to claim the tax treaty benefits or not.
18. If you claim the tax treaty benefits, you must complete the next page. Your estimated total Compensation/Wages/Salary would be the gross amount that you anticipate receiving in the current calendar year. This is an estimate and does not need to be exact.
19. Print off all required forms & save changes. Logout of Glacier – your information has been updated.
20. Sign and date your Tax Summary Report.
21. Sign and date all other required forms as listed at the bottom of your Tax Summary Report.
22. Copy your immigration documents that are listed at the bottom of your Tax Summary Report.
23. Turn in your Glacier Tax Summary Report, copies of required immigration documents and all other forms as listed at the bottom of your Glacier Tax Summary Report to the appropriate person as indicated on the instruction page of your Glacier Tax Summary Report.
24. Remember your login and password, because you will need to access Glacier each time you leave the U.S. for any amount of time, have an immigration status change, file for tax treaty benefits next year or to view or print off your annual 1042-S tax form, if eligible.

## How to Complete your W-4 Form & Direct Deposit Form

After you receive your “Welcome to Workday!” email, you will be able to access and fill out your W4 (Federal Tax Withholding Elections task in Workday) and Direct Deposit (Payment Elections in Workday).

While you can access and complete these tasks before you start, it is recommended that you go back and review both of these elections on your first day of employment.

**Please complete these tasks as soon as possible on your start date, or by the end of your first week of work at the very latest. If you do not, you may experience delays receiving your paycheck!**

### How to Complete your W-4 (Federal and State Tax Withholdings Elections task) in Workday

- Go to search bar on dashboard, type “W4”, select the below tasks.

#### [Complete Federal Withholding Elections](#)

Task

- Enter your name in the **Worker** field.
- Select the Effective Date.
  - **NOTE:** The effective date must be the current date or your start date.
- Click **OK**.
- Select your **Marital Status**.
- Complete the rest of the form as applicable.
- Select the **I Agree** checkbox.
- Click **OK**.

#### [Complete State and Local Withholding Elections](#)

Task

**Note:** Worker, Company, Effective Date, State and Withholding Form Type are automatically filled in when completing State and Local Withholding Elections

- Click **OK**.
- Complete the rest of the form as applicable.
- Select the **I Agree** checkbox.
- Click **OK**.

### How to Set up Your Direct Deposit (Payment Elections task) in Workday

- Go to search bar on dashboard, type in “Direct Deposit” and click on this task:

#### [Add Payment Elections](#)

- Click **Add**.
- Confirm *Direct Deposit* in the **Expense Payments** field.
- Select *Direct Deposit* in the **USA Payroll Payment** field.
- Select **Account Type**.
- Enter **Routing Transit Number**.
  - **NOTE:** Account information must be associated with a bank in the U.S. or Puerto Rico.
- Enter **Account Number**.
- Enter **Bank Name**.
- Click **OK**.
  - **NOTE:** This account will default for expenses and payroll payments.

### Additional Information:

- If you do not set up your Direct Deposit in time, you will receive funds via a Focus Card, which is a pre-loaded card mailed to your home address listed in your Workday worker profile.
  - *For many students, the home address listed is often their permanent address (not their campus mailing address). Note that this can further delay payment.*
  - *The card will arrive in a plain white envelope, please check any “junk” mail before discarding.*

## Payroll Information

*Student Employee Pay Schedule For 2025-2026*

<u>Pay Period</u>	<u>Pay Period Worked</u>		<u>Pay Date</u>
17	7/27/2025	to 8/09/2025	August 21, 2025
18	8/10/2025	to 8/23/2025	September 4, 2025
19	8/24/2025	to 9/6/2025	September 18, 2025
20	9/7/2025	to 9/20/2025	October 2, 2025
21	9/21/2025	to 10/4/2025	October 16, 2025
22	10/5/2025	to 10/18/2025	October 30, 2025
23	10/19/2025	to 11/1/2025	November 13, 2025
24	11/2/2025	to 11/15/2025	November 26, 2025
25	11/16/2025	to 11/29/2025	December 11, 2025
26	11/30/2025	to 12/13/2025	December 24, 2025
1	12/14/2025	to 12/27/2025	January 8, 2026
2	12/28/2025	to 1/10/2026	January 22, 2026
3	1/11/2026	to 1/24/2026	February 5, 2026
4	1/25/2026	to 2/7/2026	February 19, 2026
5	2/8/2026	to 2/21/2026	March 5, 2026
6	2/22/2026	to 3/7/2026	March 19, 2026
7	3/8/2026	to 3/21/2026	April 2, 2026
8	3/22/2026	to 4/4/2026	April 16, 2026
9	4/5/2026	to 4/18/2026	April 30, 2026
10	4/19/2026	to 5/2/2026	May 14, 2026
11	5/3/2026	to 5/16/2026	May 28, 2026
12	5/17/2026	to 5/30/2026	June 11, 2026
13	5/31/2026	to 6/13/2026	June 25, 2026
14	6/14/2026	to 6/27/2026	July 9, 2026
15	6/28/2026	to 7/11/2026	July 23, 2026
16	7/12/2026	to 7/25/2026	August 6, 2026
17	7/26/2026	to 8/8/2026	August 20, 2026
18	8/9/2026	to 8/22/2026	September 3, 2026

If you have questions about your pay, please contact your supervisor or the Housing Payroll Office at 608-262-2308 or payroll@housing.wisc.edu

## **Application for a Social Security Card**

### **Applying for a Social Security Card is free!**

#### **USE THIS APPLICATION TO:**

- Apply for an original Social Security card
- Apply for a replacement Social Security card
- Change or correct information on your Social Security number record

**IMPORTANT:** You **MUST** provide a properly completed application and the required evidence before we can process your application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable. We will return any documents submitted with your application. For assistance call us at 1-800-772-1213 or visit our website at [www.socialsecurity.gov](http://www.socialsecurity.gov).

#### **Original Social Security Card**

To apply for an original card, you must provide at least two documents to prove age, identity, and U.S. citizenship or current lawful, work-authorized immigration status. If you are not a U.S. citizen and do not have DHS work authorization, you must prove that you have a valid non-work reason for requesting a card. See page 2 for an explanation of acceptable documents.

**NOTE:** If you are age 12 or older and have never received a Social Security number, you must apply in person.

#### **Replacement Social Security Card**

To apply for a replacement card, you must provide one document to prove your identity. If you were born outside the U.S., you must also provide documents to prove your U.S. citizenship or current, lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

#### **Changing Information on Your Social Security Record**

To change the information on your Social Security number record (i.e., a name or citizenship change, or corrected date of birth) you must provide documents to prove your identity, support the requested change, and establish the reason for the change. For example, you may provide a birth certificate to show your correct date of birth. A document supporting a name change must be recent and identify you by both your old and new names. If the name change event occurred over two years ago or if the name change document does not have enough information to prove your identity, you must also provide documents to prove your identity in your prior name and/or in some cases your new legal name. If you were born outside the U.S. you must provide a document to prove your U.S. citizenship or current lawful, work-authorized status. See page 2 for an explanation of acceptable documents.

#### **LIMITS ON REPLACEMENT SOCIAL SECURITY CARDS**

Public Law 108-458 limits the number of replacement Social Security cards you may receive to 3 per calendar year and 10 in a lifetime. Cards issued to reflect changes to your legal name or changes to a work authorization legend do not count toward these limits. We may also grant exceptions to these limits if you provide evidence from an official source to establish that a Social Security card is required.

#### **IF YOU HAVE ANY QUESTIONS**

If you have any questions about this form or about the evidence documents you must provide, please visit our website at [www.socialsecurity.gov](http://www.socialsecurity.gov) for additional information as well as locations of our offices and Social Security Card Centers. You may also call Social Security at 1-800-772-1213. You can also find your nearest office or Card Center in your local phone book.



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**EVIDENCE DOCUMENTS**

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The following lists are examples of the types of documents you must provide with your application and are not all inclusive. Call us at 1-800-772-1213 if you cannot provide these documents.

**IMPORTANT :** If you are completing this application on behalf of someone else, you must provide evidence that shows your authority to sign the application as well as documents to prove your identity and the identity of the person for whom you are filing the application. We can only accept original documents or documents certified by the custodian of the original record. Notarized copies or photocopies which have not been certified by the custodian of the record are not acceptable.

**Evidence of Age**

In general, you must provide your birth certificate. In some situations, we may accept another document that shows your age. Some of the other documents we may accept are:

- U.S. hospital record of your birth (created at the time of birth)
- Religious record established before age five showing your age or date of birth
- Passport
- Final Adoption Decree (the adoption decree must show that the birth information was taken from the original birth certificate)

**Evidence of Identity**

You must provide current, unexpired evidence of identity in your legal name. Your legal name will be shown on the Social Security card. Generally, we prefer to see documents issued in the U.S. Documents you submit to establish identity must show your legal name AND provide biographical information (your date of birth, age, or parents' names) and/or physical information (photograph, or physical description - height, eye and hair color, etc.). If you send a photo identity document but do not appear in person, the document must show your biographical information (e.g., your date of birth, age, or parents' names). Generally, documents without an expiration date should have been issued within the past two years for adults and within the past four years for children.

As proof of your identity, you must provide a:

- U.S. driver's license; or
- U.S. State-issued non-driver identity card; or
- U.S. passport

If you do not have one of the documents above or cannot get a replacement within 10 work days, we may accept other documents that show your legal name and biographical information, such as a U.S. military identity card, Certificate of Naturalization, employee identity card, certified copy of medical record (clinic, doctor or hospital), health insurance card, Medicaid card, or school identity card/record. For young children, we may accept medical records (clinic, doctor, or hospital) maintained by the medical provider. We may also accept a final adoption decree, or a school identity card, or other school record maintained by the school.

If you are not a U.S. citizen, we must see your current U.S. immigration document(s) and your foreign passport with biographical information or photograph.

**WE CANNOT ACCEPT A BIRTH CERTIFICATE, HOSPITAL SOUVENIR BIRTH CERTIFICATE, SOCIAL SECURITY CARD STUB OR A SOCIAL SECURITY RECORD as evidence of identity.**

**Evidence of U.S. Citizenship**

In general, you must provide your U.S. birth certificate or U.S. Passport. Other documents you may provide are a Consular Report of Birth, Certificate of Citizenship, or Certificate of Naturalization.

**Evidence of Immigration Status**

You must provide a current unexpired document issued to you by the Department of Homeland Security (DHS) showing your immigration status, such as Form I-551, I-94, or I-766. If you are an international student or exchange visitor, you may need to provide additional documents, such as Form I-20, DS-2019, or a letter authorizing employment from your school and employer (F-1) or sponsor (J-1). We CANNOT accept a receipt showing you applied for the document. If you are not authorized to work in the U.S., we can issue you a Social Security card only if you need the number for a valid non-work reason. Your card will be marked to show you cannot work and if you do work, we will notify DHS. See page 3, item 5 for more information.

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**HOW TO COMPLETE THIS APPLICATION**

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Complete and sign this application **LEGIBLY** using **ONLY** black or blue ink on the attached or downloaded form using only 8 ½" x 11" (or A4 8.25" x 11.7") paper.

**GENERAL:** Items on the form are self-explanatory or are discussed below. The numbers match the numbered items on the form. If you are completing this form for someone else, please complete the items as they apply to that person.

4. Show the month, day, and full (4 digit) year of birth; for example, "1998" for year of birth.
5. If you check "Legal Alien Not Allowed to Work" or "Other," you must provide a document from a U.S. Federal, State, or local government agency that explains why you need a Social Security number and that you meet all the requirements for the government benefit. **NOTE:** Most agencies do not require that you have a Social Security number. Contact us to see if your reason qualifies for a Social Security number.
- 6., 7. Providing race and ethnicity information is voluntary and does not affect decisions on your application. We request this information for research and statistical purposes, to ensure all our customers receive fair and equal treatment.
- 9.B., 10.B. If you are applying for an original Social Security card for a child under age 18, you **MUST** show the parents' Social Security numbers unless the parent was never assigned a Social Security number. If the number is not known and you cannot obtain it, check the "unknown" box.
13. If the date of birth you show in item 4 is different from the date of birth currently shown on your Social Security record, show the date of birth currently shown on your record in item 13 and provide evidence to support the date of birth shown in item 4.
16. Show an address where you can receive your card 7 to 14 days from now.
17. **WHO CAN SIGN THE APPLICATION?** If you are age 18 or older and are physically and mentally capable of reading and completing the application, you must sign in item 17. If you are under age 18, you may either sign yourself, or a parent or legal guardian may sign for you. If you are over age 18 and cannot sign on your own behalf, a legal guardian, parent, or close relative may generally sign for you. If you cannot sign your name, you should sign with an "X" mark and have two people sign as witnesses in the space beside the mark. Please do not alter your signature by including additional information on the signature line as this may invalidate your application. Call us if you have questions about who may sign your application.

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**HOW TO SUBMIT THIS APPLICATION**

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In most cases, you can take or mail this signed application with your documents to any Social Security office. Any documents you mail to us will be returned to you. Go to <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp> to find the Social Security office or Social Security Card Center that serves your area.

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**PROTECT YOUR SOCIAL SECURITY NUMBER AND CARD**

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Protect your SSN card and number from loss and identity theft. DO NOT carry your SSN card with you. Keep it in a secure location and only take it with you when you must show the card; e.g., to obtain a new job, open a new bank account, or to obtain benefits from certain U.S. agencies. Use caution in giving out your Social Security number to others, particularly during phone, mail, email and Internet requests you did not initiate.

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**PRIVACY ACT STATEMENT**  
**Collection and Use of Personal Information**

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Sections 205 and 702 of the Social Security Act, as amended, allow us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may prevent us from assigning you a Social Security number and issuing you a new or replacement Social Security card.

We will use the information you provide to issue you a replacement Social Security card. We may also share your information for the following purposes, called routine uses:

- To Federal, State, and local entities to assist them with administering income maintenance and health maintenance programs, when a Federal statute authorizes them to use the Social Security number; and
- To student volunteers, persons working under a personal services contract, and others when they need access to information in our records in order to perform their assigned agency duties.

In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of additional routine uses is available in our Privacy Act System of Records Notices (SORN) 60-0058, entitled Master Files of Social Security Number (SSN) Holders and SSN Applications, as published in the Federal Register (FR) on December 29, 2010, at 75 FR 82121. Additional information, and a full listing of all of our SORNs, is available on our website at [www.ssa.gov/privacy](http://www.ssa.gov/privacy).

**Paperwork Reduction Act Statement** - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take between 5 and 60 minutes to read the instructions, gather the facts, and answer the questions. **SEND OR BRING THE COMPLETED FORM TO YOUR LOCAL SOCIAL SECURITY OFFICE.** You can find your local Social Security office through SSA's website at [www.socialsecurity.gov](http://www.socialsecurity.gov). Offices are also listed under U. S. Government agencies in your telephone directory or you may call Social Security at 1-800-772-1213 (TTY 1-800-325-0778). *You may send comments regarding this burden estimate or any other aspect of this collection, including suggestions for reducing this burden to: SSA, 6401 Security Blvd, Baltimore, MD 21235-6401. Send only comments relating to our time estimate to this address, not the completed form.*



## Application for a Social Security Card

<b>1</b>	<b>NAME TO BE SHOWN ON CARD</b>		First	Full Middle Name	Last
	<b>FULL NAME AT BIRTH IF OTHER THAN ABOVE</b>		First	Full Middle Name	Last
	<b>OTHER NAMES USED</b>				
<b>2</b>	Social Security number previously assigned to the person listed in item 1		<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>		
<b>3</b>	<b>PLACE OF BIRTH</b> (Do Not Abbreviate) City State or Foreign Country FCI		Office Use Only	<b>4</b>	<b>DATE OF BIRTH</b> MM/DD/YYYY
<b>5</b>	<b>CITIZENSHIP</b> (Check One)		<input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Legal Alien Allowed To Work <input type="checkbox"/> Legal Alien Not Allowed To Work (See Instructions On Page 3) <input type="checkbox"/> Other (See Instructions On Page 3)		
<b>6</b>	<b>ETHNICITY</b> Are You Hispanic or Latino? (Your Response is Voluntary) <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>7</b>	<b>RACE</b> Select One or More (Your Response is Voluntary) <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> American Indian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> White <input type="checkbox"/> Asian		
<b>8</b>	<b>SEX</b>		<input type="checkbox"/> Male <input type="checkbox"/> Female		
<b>9</b>	<b>A. PARENT/ MOTHER'S NAME AT HER BIRTH</b>		First	Full Middle Name	Last
	<b>B. PARENT/ MOTHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 9B on Page 3)		<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <input type="checkbox"/> Unknown		
<b>10</b>	<b>A. PARENT/ FATHER'S NAME</b>		First	Full Middle Name	Last
	<b>B. PARENT/ FATHER'S SOCIAL SECURITY NUMBER</b> (See instructions for 10B on Page 3)		<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <input type="checkbox"/> Unknown		
<b>11</b>	Has the person listed in item 1 or anyone acting on his/her behalf ever filed for or received a Social Security number card before? <input type="checkbox"/> Yes (If "yes" answer questions 12-13) <input type="checkbox"/> No <input type="checkbox"/> Don't Know (If "don't know," skip to question 14.)				
<b>12</b>	Name shown on the most recent Social Security card issued for the person listed in item 1		First	Full Middle Name	Last
<b>13</b>	Enter any different date of birth if used on an earlier application for a card		MM/DD/YYYY		
<b>14</b>	<b>TODAY'S DATE</b> MM/DD/YYYY		<b>15</b>	<b>DAYTIME PHONE NUMBER</b> Area Code    Number	
<b>16</b>	<b>MAILING ADDRESS</b> (Do Not Abbreviate)		Street Address, Apt. No., PO Box, Rural Route No. City State/Foreign Country ZIP Code		
<b>17</b>	YOUR SIGNATURE		<b>18</b>	<b>YOUR RELATIONSHIP TO THE PERSON IN ITEM 1 IS:</b> <input type="checkbox"/> Self <input type="checkbox"/> Natural Or Adoptive Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Other Specify	
DO NOT WRITE BELOW THIS LINE (FOR SSA USE ONLY)					
NPN		DOC	NTI	CAN	ITV
PBC	EVI	EVA	EVC	PRA	NWR    DNR    UNIT
EVIDENCE SUBMITTED				SIGNATURE AND TITLE OF EMPLOYEE(S) REVIEWING EVIDENCE AND/OR CONDUCTING INTERVIEW	
				DATE	
				DCL    DATE	