

How to obtain my SSN during the pandemic?

Obtain your offer letter from the UHCL department or authorized provider.

The offer letter must include:

- Student name (as listed on your passport)
- Position/Title
- Anticipated start date
- Rate of pay
- Supervisor name and contact information
- Signature of hiring manager/supervisor
- UHCL Department letterhead
- If you received a job at the UHCL Bookstore, Patio Café or University Forest Apartments, all of the above applies except the letterhead can be for that company
- If you received a job offer for CPT, submit the offer letter you submitted for your CPT authorization
- Submit Status Letter Request in ISD Portal
- Go to **<https://apps.uhcl.edu/ISD>**
- Log in under Current Students with your PCLAB account
- Click on Current students
- Click Submit next to Status Letter Request
- Fill out the required information and choose the box for “Social Security”
- Upload a copy of your signed offer letter

Submit Status Letter Request in ISD Portal

- Go to **<https://apps.uhcl.edu/ISD>**
- Log in under Current Students with your PCLAB account
- Click on Current students
- Click Submit next to Status Letter Request
- Fill out the required information and choose the box for “Social Security”
- Upload a copy of your signed offer letter
- Allow OIAP 1-3 business days to process your Social Security Letter
- An automatic email from **intladvising@uhcl.edu** will be sent when the letter is ready for pick up
- Visit the OIAP office in Bayou 2123 to pick up your letter. Bring photo ID.

Covid -19 Change

Your Social Security Letter digitally signed by your international student adviser will be e-mailed to UHCL student adviser and to your UHCL student e-mail.

The letter will be modified to indicate the necessity of obtaining an SSN during COVID-19 closures to assist you in making an appointment.

Please disregard any automatic e-mails from intladvising@uhcl.edu telling you to come to the office. OIAP and all offices in the Bayou building are currently closed to visitors.

Next Steps: Visit the Social Security Administration (SSA) Office

Take the following items to your local SSA office:

- Social Security Number (SSN) Application completed using blue or black ink (you can find the application online here: <https://www.ssa.gov/ssnumber/ss5doc.htm> -choose non citizen to get the correct list)
- Original I-20
- Print out of recent I-94 or original I-797 Approval notice for a change of status to F-1
- Original passport
- Original F-1 visa or original I-797 Approval notice for a change of status to F-1
- Original employment offer letter from hiring department
- Original SSN letter from international student adviser.

COVID-19 Change

All SSA offices are currently closed due to the COVID-19 pandemic. We recommend students contact the local SSN Office to schedule an appointment to get a SSN. Information from SSA website can be found at <https://www.ssa.gov/coronavirus>. Please call your local office to see if an in-office appointment is necessary and possible. To contact your local office, please look for the local office telephone number at Social Security Office Locator under “Social Security Office Information” for the office you select. The toll-free “Office” number is your local office.

Next Steps: Submit SSN slip to UHCL Human Resources

*Submit the following documents to Human Resources in Bayou 2537:

- Slip of paper given at SSA to show you applied for SSN
- Offer letter from the department
- Bring your original I-20 for verification Obtain a “red stamp” on your offer letter. Provide this offer letter to your hiring department.

**This applies to students hired by a UHCL department. Those hired by UHCL Bookstore, Patio Café or University Forest Apartments may have a different procedure.*

Next Steps:

- Submit Completed Hiring Paperwork and to the documents for part-time international student work: <https://www.uhcl.edu/human-resources/employment/part-time-employment> to your hiring department.
- Submit the “red stamped” letter to your hiring department. A designated person in your UHCL department will forward the package to Human Resources to finalize the set up of your employee account.

COVID-19 Change

The following link will take you to our employment page: <https://www.uhcl.edu/human-resources/employment/part-time-employment> . Please click on the Electronic I-9 button, create a username and password, enter your email address, and complete section 1. Complete and sign the background consent form. Additionally, email CainasJ@UHCL.edu acceptable forms of identification including; driver's license or passport and social security card. If you do not have a social security card, please provide a copy/receipt form from the social security office indicating you have applied for one. Acceptable forms of identification can be found on our Employment website at <https://www.uhcl.edu/human-resources/employment/part-time-employment>.

Questions? Contact your adviser:

Stephanie Holleran

Senior International Student Adviser

Designated School Official

Alternate Responsible Officer

Advising Alphabet: A-J

Janae Pierre

International Student Counselor

Designated School Official

Advising Alphabet: K-O

Livia Kidd

International Admissions Counselor

Designated School Official

Advising Alphabet: P-Z