

Steps to Obtaining a Social Security Card

1. Before you can apply for a Social Security card, you need to get a part-time student job on campus after you have registered for your semester classes.
2. To find out about possible part-time student UH job opportunities, visit the University Career Services offices located on the first floor in the Student Service Center I Building, building # 524 on the UH campus map. It's located past the University Hilton Hotel and just on the other side of the Cougar Village II six story dormitory building.
3. After you get a part-time student job on campus, the UH department you will be working in will need to give you a letter on department letterhead saying you are working in that department.
4. Then bring that department letter to the International Student and Scholar Services office in room 203N, Student Center North and ask for a work authorization letter.
5. The ISSS office will process your letter request within five business days and email you when it is read for you to pick up.
6. Take both of your letters to any Social Security office to apply for a Social Security card.

The nearest Social Security office to UH is located at 8989 Lakes at 610 Drive, Houston, TX 77054, open 9 am to 3 pm every day except Wednesday 9 to noon; closed Saturday, Sunday, and federal holidays.