

Name	BYUH ID#

## THE SOCIAL SECURITY CARD PROCESS.

Please read carefully to avoid delays.

- Go to the following link <http://hr.byuh.edu/sites/hr.byuh.edu/files/hrforms/ss-5.pdf> read the instructions and complete the fillable Application. If you decide to print it out and complete it manually, **you must write legibly or your application will be rejected. IMPORTANT:** On item #16 please provide this address: *BYU- Hawaii Human Resources, 55-220 Kulanui St., BYUH Box 1969, Laie, HI 96762.* This means that your card will be mailed to the HR/SE office and you will be notified via email when your card has been received and is ready for pick up.
- Gather the following documents. All documents must be either originals or copies certified by the issuing agency. **They cannot not accept photocopies or notarized copies of documents** nor can they accept a receipt showing that you have applied for the document. They may use one document for two purposes. For example, your DHS work permit will serve as proof of both work eligibility and identity.
  - WORK LETTER** – BYUH employees obtain this letter from Student Employment. PCC employees from BYUH HR. Take letter to ISS office for signature.
  - PASSPORT.** This is needed to enter the Federal Building.
  - I-94.** The small card attached to your passport.
  - CURRENT VISA.** F1 Students
  - CURRENT I-20/DS-2019**

- MARRIAGE CERTIFICATE.** For married students only.
- BIRTH CERTIFICATE** (if available)

- After you have completed your application and have gathered your required documents, you must return to HR/SE to have your packet verified, and to schedule group transportation to the Social Security Office. \*Group transportation is offered for a limited time only. If you miss the designated date/time, you are responsible for finding your own transportation.

### WHEN YOU ARRIVE AT THE SOCIAL SECURITY OFFICE

- Be prepared to go through a security check. **Do not wear jewelry** (this will cause delays).
- The social security officer will take your group to a private room to review and complete the application process. Immediately after this process you will be issued a receipt.

### AFTER YOU HAVE RECEIVED YOUR RECEIPT

- You must submit a copy of the receipt to HR/SE. Failure to provide this receipt may result in immediate termination.
- If you are traveling on your own, you will need to provide the Social Security application receipt to the SE office within 30 days of hire.
- Due to waiting time, plan to bring a light snack and a book.

SHUTTLE DATE/TIME		
Date	Be there at:	Shuttle departs at:
	Meet at:	
<b>FOR SE/HR USE ONLY</b>	VERIFIED BY:	
	PRINT NAME:	