1. Bring a work clearance form to the International Student Services for Junko or Lorraine to fill out, authorizing you to work at UVU.

2. Get a memo from your employer stating that you have been officially hired for a position.

3. Bring the employer’s memo to the International Student Services so we can write you a letter to take to the Social Security Office.

4. Take the following to the Social Security Office:
   a. I-94 with Passport
   b. I-20
   c. International Student Services Approval
   d. Letter from Supervisor

   The Social Security office is located at 88 West 100 North in Provo. They are open 9 am to 4 pm (9 am to Noon on Wednesday).

5. When you arrive at the Social Security Office, immediately take a number as you walk in. When they call your number you may go up to the window. There may be a wait, so plan for enough time. Before seating, go to the wall of applications and find the one that you need to apply for a social security number for the first time. Fill out the form and have it ready to give to the person at the window when they call your number.