

# SOCIAL SECURITY CARD

The University of West Florida has assigned you a student number for use in the UWF computer system for registration. This is NOT a social security number. You must obtain a social security number for on campus employment. You **must** apply for the card in person at the Social Security Administration, 411 West Garden Street, downtown Pensacola (see map on back). You must:

- Obtain memorandum of employment from hiring department
- Request a social security authorization letter generated by the Office of International Student Advisor, Bldg. 71
- Complete Social Security Application Form, SS-5
- Take your passport
- Take your Form I-94 (stapled to the passport)
- And, take your Form I-20 or Form DS-2019

The Social Security Office is open 8:30 AM to 3:30 PM, Monday-Friday, excluding holidays.

Approximately two weeks after you submit the application, you should receive your social security card with the nine-digit number on it. You must sign the card and bring it by the Office of International Student Advisor, Bldg. 71, Room 147, to begin the process to change your UWF records and to request the work authorization memo.

If you require further assistance in this matter, please call the International Student Advisor, (850) 474-2368.

Please keep your social security card secure. If you should lose your social security card you will be required to request a replacement social security authorization letter from the Office of the International Student Advisor and provide the Social Security Administration with the original documentation stated above.



**U.S. Social Security Administration**  
 411 W Garden St.  
 Pensacola, FL 32501  
 (800) 772-1213  
 (850)434-5488  
 Office Hours: Mon-Fri 8:30-3:30

**DIRECTIONS:**

1. Take HWY 110 to the GARDEN ST. exit. [OR Take Palafox St. (US HWY 29) South to GARDEN ST.]
2. Turn Right ( go West) on GARDEN STREET
3. The Soc Sec. Office is about 1 mile on the left. It's after Everman Food on the left. It's across from the PJC Downtown Campus. The Soc.Sec. Office is in a NEW GRAY BUILDING.