

Request a Social Security number | SSA

International Students who are to be hired for any type of employment must visit the local Social Security Administration Office and receive a Social Security Number (SSN) before they can begin working.

The Social Security Office is located near the intersection of I-35 and Hwy 80 (exit 205) on the east side of the interstate next to the store "Half Price Books" in the San Marcos Place Shopping Center.

The Address:

900 Bugg Lane, Suite 200 San Marcos, TX

Open Monday, Tuesday, Thursday, Friday, 9:00 AM - 3:30 PM and Wednesday 9:00 AM - 12:00 PM

Instructions on obtaining your Social Security Number

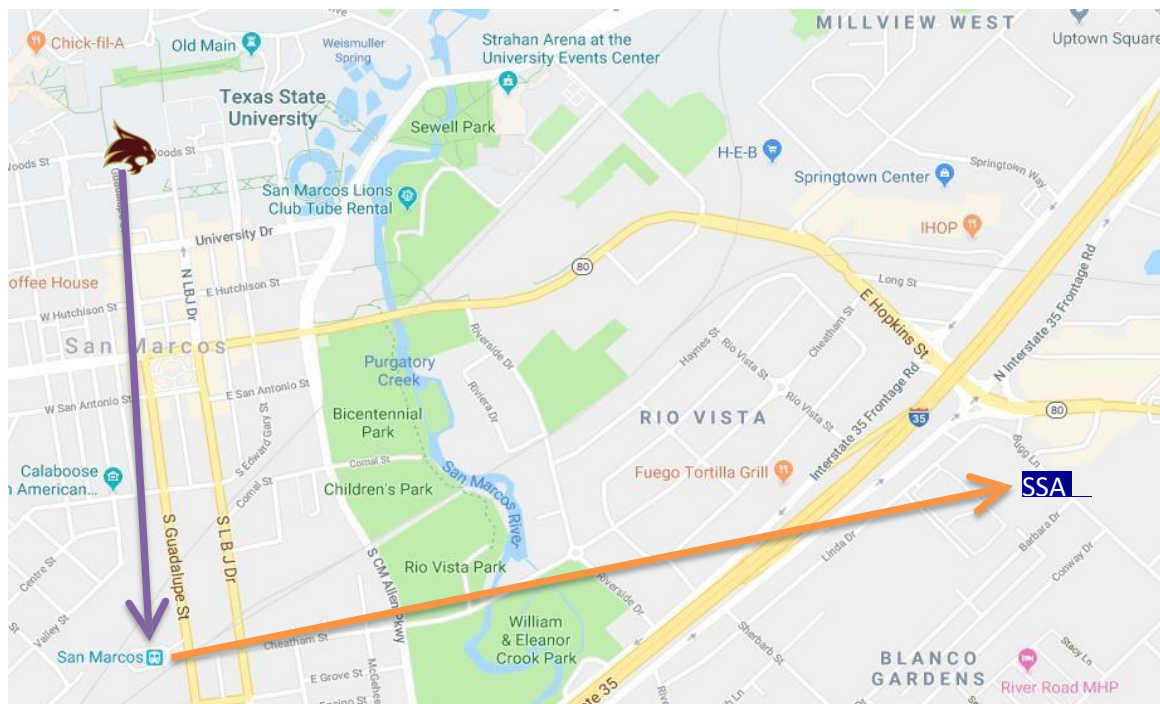
1. You must first have an employment offer.
2. Your department/employer must write a letter requesting the International Office to write a letter on your behalf to the Social Security Administration. The letter should be in the correct format, on your department's letterhead, and follow the **job offer letter template** that can be downloaded on the International Office Website under "Department Resources → Hiring International Students"
3. Bring the job offer letter to the International Office and fill out a proof of enrollment request form. When the International Office has both of these documents, we will create a proof of enrollment letter for you.
4. When your documents are ready for pick up at the International Office you can take them along with your immigration documents (passport, visa, I-94) to the Social Security Office in San Marcos.
5. For more information on work eligibility, how to apply and other questions, go to <https://www.ssa.gov/number-card/request-number-first-time>

Directions to the SSA Office using the CARTS city bus:

1. Take the CARTS city bus from Texas State University to the San Marcos Station. The CARTS bus normally arrives at the UAC bus stop every hour from 7am – 5pm at 00:48 of the hour. (normally route 5)
2. When you arrive at the station, transfer to CARTS bus that goes by the SS Office (normally Route 4 but ask the bus driver to be sure). Let the driver know you need to go to the SS Office, and he will drop you off as close as possible to the shopping center the office is located in. The CARTS bus arrives from the San Marcos station to SS office every 30 min
3. If you will also need a ride back to campus, make sure to ask the bus driver when the bus will be back to the Social Security Office and where they can pick you up.

1. Take the CARTS bus from the UAC Bus Loop to the San Marcos Station on Guadalupe. (Route 5)

2. Take route 4 from the San Marcos Station to the Social Security office located in a shopping center on the corner of Hwy 80 and I-35.



Note: The CARTS bus is free for students, but you need to show your Texas State ID card. The CARTS City bus drivers are extremely friendly, and welcome students asking them questions. Carts office # 512.805.7433