



Applying for a Social Security Card

1. Documents Needed

- Passport/Visa
- I-94
- I-20 (F-1 visa) or DS-2019 (J-1 visa)
- Letter from Office of Global Engagement
- Letter from Human Resources Department
- Samford University student ID card

2. Complete the Social Security Administration Application (given to you by Human Resources/Payroll)

3. Take the application and all documents listed in #1 to the local Social Security Office to apply for your card. After you apply at the Social Security Office, your card will be mailed to the address you list on the application form.

4. Take your Social Security card to the Payroll Office in room 306 of Samford Hall when you receive it in the mail. The Payroll Office will make a copy of the card and enter the Social Security number in your file.

5. Update your information in the Glacier system, <https://www.online-tax.net>.

- If you cannot access GLACIER, please contact the GLACIER Support Center at: support@online-tax.net.

If you have any questions about this process, contact Janet Goodwin at jgoodwin@samford.edu.