HOW TO GET A SOCIAL SECURITY CARD:

This card is used in Tech’s payroll process, and is mandatory.

**FIRST you must have your I-20 and SEVIS record updated in the International Office!!!**

Once your SEVIS record is current and you have a NM Tech’s “On Campus Employment Certification Form” you can go anytime.

Take:

- passport
- print-out of I-94
- I-20
- “On Campus Employment Certification Form”

Go to the Social Security Administration Office in Albuquerque to apply for a social security card. **CHECK THEIR OFFICE HOURS!**

Social Security Administration Office
4300 Cutler NE Ave
Albuquerque, NM87110
(800) 772-1213


You will complete their **Form SS-5**. As proof of your SS card application, they will give you a brief letter which is your ‘receipt’. **Make sure you get this receipt!**

(Your SS card will be mailed to you in approximately 1-2 weeks)

Please email thollis@admin.nmt.edu and suggest an appointment time that is convenient for you to finish the I-9 process with your SS Office receipt letter.

When you receive your SS card make another appointment with Theresa Hollis to complete the I-9 and NM Tech payroll form process. You will have certain taxes withheld from your paycheck until you present your SS card.

Contact info:
Theresa Hollis
Federal Compliance Mgr
Brown Hall, Room 100
thollis@admin.nmt.edu
575-835-5984