OBTAINING A SOCIAL SECURITY NUMBER

Q. Who can obtain an SSN as an F-1 or J-1 student or scholar?
A. Social Security cards will be issued only to those students or scholars in lawful status who have been offered jobs on campus or who are authorized for certain off-campus employment as permitted under Department of Homeland Security regulations.

Q. I do have an on-campus job or job offer. How do I apply for a SSN?
A. You will need the following documents:

- passport
- I-20/DS-2019
- a valid electronic Arrival/Departure Record (I-94) can be found here: www.cbp.gov/i-94
- a letter from your employer (see back for a sample letter)
- a status verification letter from International Admissions and Services (when requesting a status verification letter from IAS, please present your on-campus employer’s job offer letter or J-1 On-Campus Employment Authorization form)

**J-1 Students or Scholars**: Must obtain written authorization from the J-1 program sponsor in advance for all employment, including on- and off-campus.

Please take these documents to:

Social Security Administration - Kalamazoo Office
317 South Drake
Kalamazoo, Michigan 49009
(800) 772-1213

(See attached location map)

It is best to call ahead to determine days and times of service at the Social Security Administration. Due to the Social Security Administration being a federal office, they may close for holidays when many businesses and WMU remain open.

Please wait at least 10 days after entering the U.S. before submitting a social security card application. Due to the various security checks involved, it may take longer than usual before a SSN is issued by the Social Security Administration.
SAMPLE F-1/J-1 STUDENT EMPLOYMENT LETTER  
(for use by WMU employing departments)

Below, please find a sample letter to the Social Security Administration from the student’s on-campus employer.

The letter must be typed or written on your official department letterhead and contain your original signature.

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March 10, 2013

To whom it may concern:

This letter serves to confirm that John Doe will be employed with the Department of Mathematics in the position of Student Assistant. The student is expected to begin on May 1, 2013 and will work no more than 20 hours per week. Western Michigan University’s EIN number is 386007327.

Sincerely,

Jane Doe  
Faculty Specialist  
(269) 387-1111
Directions to the Social Security Administration Office:

1. Head east on W Michigan Ave toward Hays Dr S
   About 1 min
go 0.4 mi
total 0.4 mi

2. Turn right at Western Ave
go 0.1 mi
total 0.5 mi

3. Turn left at Oliver St
go 0.4 mi
total 0.6 mi

4. Turn right at Stadium Dr
   About 3 mins
go 2.4 mi
total 3.0 mi

5. Turn right at S Drake Rd (signs for Drake Rd N)
   Destination will be on the right
   About 3 mins
go 1.4 mi
total 4.4 mi

317 S Drake Rd, Kalamazoo, MI 49009