



## 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](http://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:

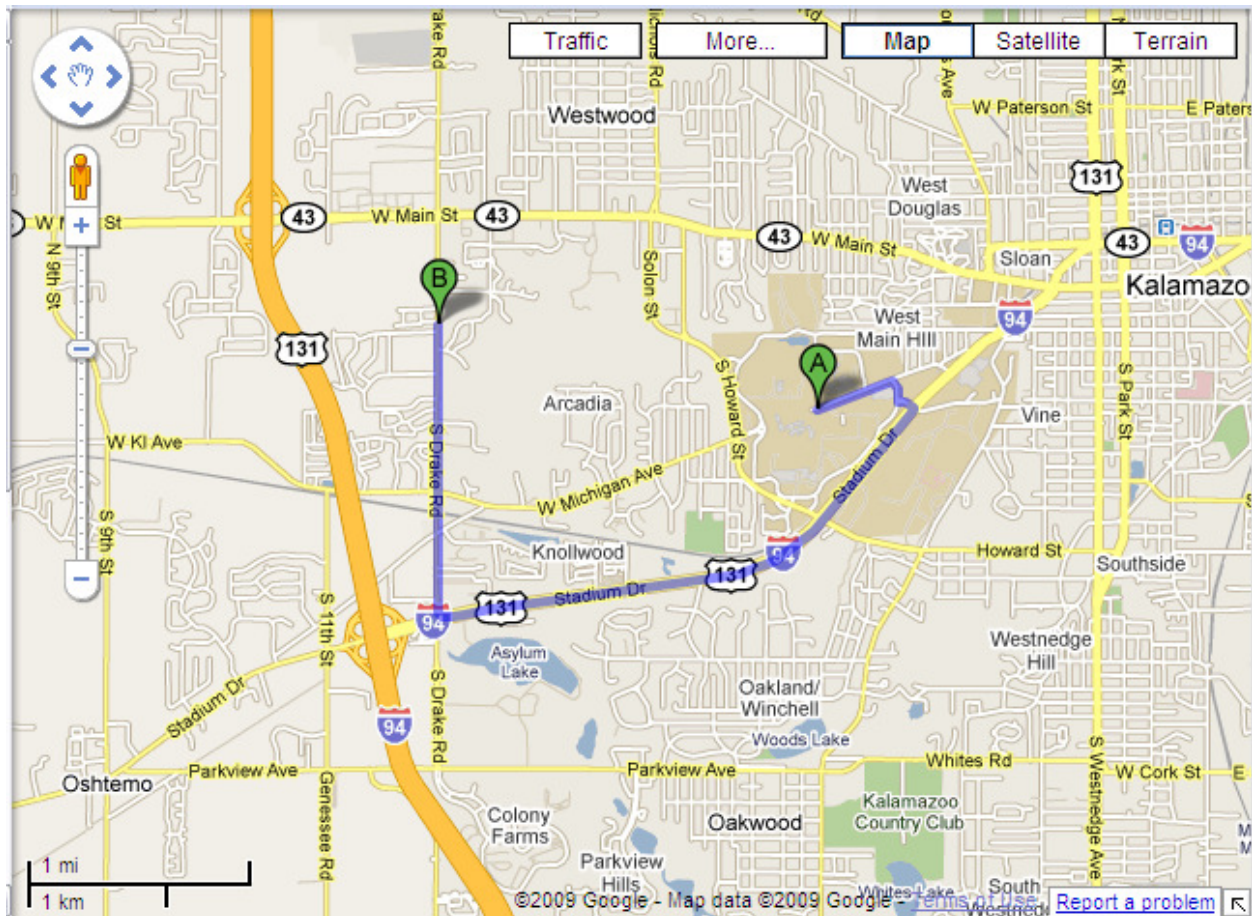
This letter serves to confirm that **John Doe** will be employed with the **Department of Mathematics** in the position of **Student Assistant**. The student is expected to begin on **May 1, 2013** and will work no more than **20 hours per week**. Western Michigan University's EIN number is **386007327**.

Sincerely,

*Jane Doe*

Jane Doe  
Faculty Specialist  
(269) 387-1111

# Directions to the Social Security Administration Office:



**A** 1903 W Michigan Ave, Kalamazoo, MI 49006

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| <ol style="list-style-type: none"> <li>1. Head east on W Michigan Ave toward Hays Dr S<br/>About 1 min</li> <li>2. Turn right at Western Ave</li> <li>3. Turn left at Oliver St</li> <li>4. Turn right at Stadium Dr<br/>About 3 mins</li> <li>5. Turn right at S Drake Rd (signs for Drake Rd N)<br/>Destination will be on the right<br/>About 3 mins</li> </ol> | <p>Show: <a href="#">Text only</a>   <a href="#">Map</a></p> <p>go 0.4 mi<br/>total 0.4 mi</p> <p>go 0.1 mi<br/>total 0.5 mi</p> <p>go 423 ft<br/>total 0.6 mi</p> <p>go 2.4 mi<br/>total 3.0 mi</p> <p>go 1.4 mi<br/>total 4.4 mi</p> |
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**B** 317 S Drake Rd, Kalamazoo, MI 49009

**INTERNATIONAL ADMISSIONS AND SERVICES**  
**1903 W MICHIGAN AVE ♦ KALAMAZOO, MICHIGAN 49008-5246**  
**(269) 387-5865 ♦ FAX (269) 387-5899**