



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 Student & Scholar Services (I3S)**
(when requesting a status verification letter from I3S, 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

Local Kalamazoo phone number: (866) 331-9088
National phone number: (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.

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,

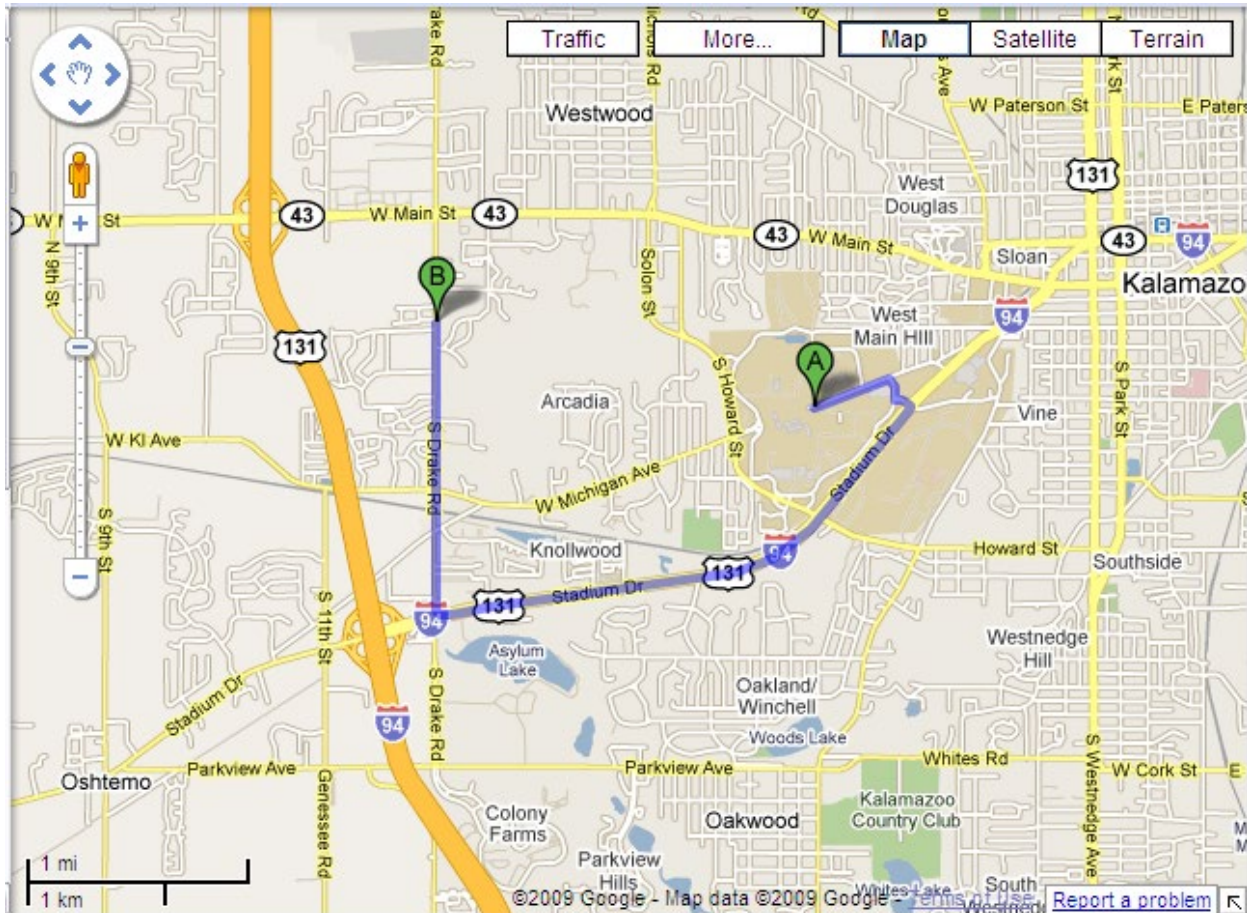
Jane Doe

Jane Doe

Faculty Specialist

(269) 387-1111

Directions to the Social Security Administration Office:



A 1903 W Michigan Ave, Kalamazoo, MI 49006

- | | |
|--|--|
| 1. Head east on W Michigan Ave toward Hays Dr S
About 1 min | Show: Text only Map
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 423 ft
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 |

B 317 S Drake Rd, Kalamazoo, MI 49009

INTERNATIONAL STUDENT & SCHOLAR SERVICES (I3S)
1903 W MICHIGAN AVE ♦ KALAMAZOO, MICHIGAN 49008-5246
(269) 387-5865 ♦ FAX (269) 387-5899