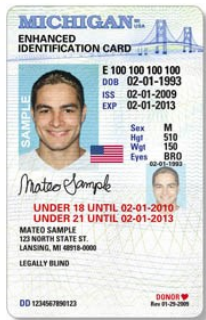


# How to Apply for a Michigan ID Card



## What is a Michigan ID?

- “ID” = identification
- A photo card with personal information, such as full name, address, date of birth, etc.
- Used to provide proof of address, write checks, proof of age, etc.



## Why should you get a Michigan ID?

- Not mandatory, but strongly recommended
- Not a good idea to carry a passport, ID cards are easily replaced in case of loss or theft, passports are not
- Useful for personal banking (writing checks, using credit cards, etc.)

## Who should get a Michigan ID?

- Any student who plans to live and study in Michigan for more than 1 semester.

## Applying for a Michigan ID card is a three step process:

1. Going to the Social Security Office
2. Gather the necessary papers
3. Going to the Secretary of State Office

### Social Security Office

**Location:** 317 South Drake Road (bus #3)

#### Hours:

Monday—Tuesday, Thursday—Friday: 9:00 a.m.—3:30 p.m.

Wednesdays (except holidays): 9:00 a.m.—noon (12:00 p.m.)

**Telephone:** (866) 311-9088 OR (800) 325-0778

**Website:** [www.ssa.gov](http://www.ssa.gov)

\*\*Call ahead to ask about the times and days of service.  
Since it is a federal office, it may be closed for holidays\*\*

### Secretary of State Office

**Location:** 3298 Stadium Drive (bus #11)

#### Hours:

Monday—Tuesday, Thursday—Friday: 9:00 a.m.—5:00 p.m.

Wednesday: 9:00 a.m.—7:00 p.m.

**Telephone:** (888) 767-6424

**Website:** [www.michigan.gov/sos](http://www.michigan.gov/sos)

\*\*Call ahead to ask about the times and days of service.  
Since it is a federal office, it may be closed for holidays\*\*

## Step 1: Going to the Social Security Office

- Request a “Letter of Ineligibility” for Michigan ID
- As a foreigner in the United States, you are not eligible for a Social Security number, unless you have a job
- Immediately upon submitting your application, you will receive a “Letter of Ineligibility”

## Step 2: Gather the necessary papers

- Passport
- Bronco ID
- I-20 (Certificate of Eligibility for Nonimmigrant Status)
- I-94 (Arrival/Departure Record)
- WMU Housing agreement OR lease in your name OR bank statement in your name and address
- “Letter Of Ineligibility” from the Social Security Office that is dated within 30 days (See Step 1)
- \$10 USD cash for Michigan ID
- \$25 USD cash for Driver’s License

A form titled "Certificate of Eligibility for Nonimmigrant (F) Status" from the U.S. Department of Justice. The form is for a student (F-1) and includes fields for personal information, educational details, and financial support. It is marked as "Page 1" of a two-page document.A screenshot of the U.S. Customs and Border Protection website. The page is titled "Admission (I-94) Number Retrieval" and displays the following information: Admission (I-94) Record Number: [redacted], Admit Until Date (MMDDYYYY): D/S, Details provided on Admission (I-94) form: Family Name: [redacted], First (Given) Name: Federica, Birth Date (MMDDYYYY): [redacted], Passport Number: [redacted], Passport Country of Issuance: IND, Date of Entry (MMDDYYYY): 05/11/2013, Class of Admission: F1. There are also some notes and a "Print" button.

## Step 3: Going to the Secretary of State Office

- Take all of the papers from step 2 to the Secretary of State Office
- If your documents are accepted your photo will be taken and you will be given a **temporary ID card**, your permanent ID card will arrive in the mail approximately 2 –4 weeks later