



Applying for a Social Security Number (SSN)

Why do I need a SSN?

- Required for employment in the U.S.
- Track an employee's wages for benefits eligibility and tax-reporting requirements.

When should I apply?

- 10 days after initial arrival in the U.S.
- No earlier than 30 days before employment start date (J-visa holders may be able to apply earlier)

When should I expect to receive my documents?

- CIE returns SSN form within a week
- Receive SSN card in 2-4 weeks.

What documents do I need to apply?

1. **Signed SSN verification form**
2. **Verification of employment** (choose **one**)
 - Letter from on-campus employer (Section 2 on the back of this form)
 - CPT authorization on Form I-20
 - Employment Authorization Document (EAD)
3. **Proof of employment eligibility** (choose **one**)
 - Verification from CIE indicating eligibility for on-campus employment (Section 3 on the back of this form)
 - I-20 with work authorization
4. **Documents to bring:** Passport, valid Form I-20 or DS-2019, and printed I-94 (or card) showing current F-1 or J-1 status.
5. **SSN Application Form** <http://www.socialsecurity.gov/online/ss-5.pdf>
 - Spell name as listed in passport
 - Check box: "Legal alien allowed to work"
 - Mailing address: If you anticipate moving within 8 weeks, you may list CIE address
6. **Wait.** It is up to the employer to determine if you may work while the Social Security Office is processing your card. Some employers may accept the receipt number you receive when you apply.

Where do I apply?

- The Social Security Office is located at 4210 Oakwood Hills Pky in Eau Claire, WI 54701 (near Oakwood mall)
- Office hours are M, Tu, Th, F from 9:00am-3:00pm, W from 9:00am-12:00pm; CLOSED for federal holidays
- Phone: (866) 815-2924

Social Security Verification for F and J students

1. Verification of Student Responsibility

I understand my responsibilities and eligibility to be employed as an international student and will abide by the rules and regulations provided by the US Department of Homeland Security. I understand I may work up to 20 hours per week on campus (and full time during academic breaks). I will seek permission from the Center for International Education (Schofield 3) for any employment changes.

Student Signature

Date

Visa type Circle one: J F

Employment Eligibility for J or F Visa Students

2. Letter of Employment

This is evidence of on-campus employment for: _____
(PRINT Name of student)

Nature of student's job: _____

Start Date: ____/____/____ (Cannot be more than 30 days in the future)

End Date: ____/____/____ (Cannot be more than 1 year from start date and cannot be past program end date on student's I-20 or DS-2019)

Number of hours per week during semester: _____ During breaks: _____

Employer information:

Employing Department

Address

City

State

Zip

Student's Immediate Supervisor

Telephone Number

Email address

Employer's Original Signature (no stamps)

Date

Employer's Name & Title (print)

3. Proof of Employment Eligibility

Designated School Official/ Alternate Responsible Officer signature

Date

Designated School Official/ Alternate Responsible Officer Name & Title

Phone