

SOCIAL SECURITY INSTRUCTIONS

WAKE FOREST INTERNATIONAL STUDENTS & SCHOLARS

ELIGIBILITY REQUIREMENTS: F-1/J-1 STUDENT

In order to be eligible to apply for a Social Security Number (SSN), you must:

- Have an offer of employment through an on-campus job
- Have approved Curricular Practical Training (CPT)/Academic Training for an off-campus internship
- Have a valid Employment Authorization Document (EAD)*

**NOTE: Students with a valid EAD card are immediately eligible for a SSN regardless of employment status. All other students must prove employment offer in the U.S. before a social security number can be issued.*

WHAT HAPPENS WHEN I VISIT THE SOCIAL SECURITY ADMINISTRATION (SSA) OFFICE?

1. At the SSA, proceed to touch screen computer screen. Follow the prompts that indicate you need a new social security number/card.
2. The computer will print a receipt with a number on it. Sit and wait for the number to be called.
3. Once your number is called, proceed to SSA officer's desk. The representative will review the documents below and enter your information into the system.
4. The SSA will print a letter stating that the card will be mailed to the address you provided within 2 weeks. Please be sure to hold onto that letter as it's your proof of application.
5. Show this letter to your hiring supervisor as proof that you've applied for the SSN.

AFTER VISITING THE SSA

- Within 1-2 weeks, the card will be delivered to the address you indicated on the SSN application.
- Sign the card and keep it in a safe place.
- IMPORTANT: If you will be working on the Reynolda campus, you must bring your SSN to the Registrar and to your hiring manager within 1 week of receiving the card.***

DOCUMENTS NEEDED FOR SSN APPLICATION

- Passport
- F-1 or J-1 Visa Stamp (except Canadian citizens)
- I-94 record (<http://cbp.gov/i94>)
- Form I-20 (F1) or Form DS-2019 (J1)
- Letter from WFU ISS Office/Program Sponsor verifying student and employment status. Request online: <http://global.wfu.edu/iss/ssn/>
- Offer letter from employer (this should include salary, supervisor name, department, your job title, and brief duties. (The letter should be printed on department/company letterhead)
- Completed application form (SS-5): <https://www.ssa.gov/forms/ss-5.pdf>

WINSTON SALEM
SS ADMINISTRATION ADDRESS:

1370 Lockland Avenue
Winston-Salem, NC 27103

WEBSITE & TELEPHONE
www.ssa.gov | 1-877-402-0828

WINSTON SALEM
SS ADMINISTRATION HOURS:

Visit SSA Website for updated hours
Last Known: M, T, TH, F 9am-4pm |
Wed 9am-12pm