

SOCIAL SECURITY INSTRUCTIONS

WAKE FOREST IMMIGRATION SERVICES & SUPPORT (ISS) SSN ELIGIBILITY REQUIREMENTS: F-1/J-1 STUDENT

A Social Security number (SSN) is a number issued by the U.S. Federal government for tax purposes. All students who are currently employed are required to apply for an SSN. **Students in F-1 or J-1 status who are not currently employed are not eligible to apply for an SSN.** F-2 dependents are not eligible for an SSN; J-2 dependents are only eligible if they've applied for and received work authorization from USCIS. **The SSN is NOT required to obtain an NC State driver's license or to open a bank account with some financial institutions.**

In order to be eligible to apply for a Social Security Number (SSN), you must have a valid written offer of employment and employment authorization. Acceptable employment authorizations are:

- ❑ **On Campus**-Offer Letter for an on campus job **and** SSN Support Letter from ISS
- ❑ **Off Campus**-Curricular Practical Training (CPT)I-20/Academic Training (AT) DS-2019 **or** 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.*

The SSA offers online appointments and accepts walk-ins. F-1 and J-1 applicants are required to meet individually with a Social Security Administration (SSA) staff member when applying for a SSN because the SSA is required to ask certain questions during the application process. This is true even if you use the oSSNAP system to submit your SSN application electronically. F-1s and J-1s cannot use the document drop off services offered at Social Security, including their document hand-off service or the document drop box.

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 Social Security Card to the HR I-9 Office to complete your onboarding requirements.**

DOCUMENTS NEEDED FOR SSN APPLICATION

- ❑ Passport
- ❑ F-1 or J-1 Visa Stamp (except Canadian and Bermudan citizens)
- ❑ I-94 record (<http://cbp.gov/i94>)
- ❑ Form I-20 (F1) or Form DS-2019 (J1)
- ❑ **On Campus Employment Only**-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 and should be signed
- ❑ Completed application form: <https://www.ssa.gov/number-card>

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