

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.**

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 Social Security Administration has transitioned to an appointment based system and no longer accepts walk-ins at their NC locations. SSA now offers an online appointment tool to schedule your visit to the local office. Following submission of the online SSN application, you will be given the option to schedule your appointment. 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.

Online application: <https://secure.ssa.gov/ossnap/public/landingOSsnap>

Appointment Scheduler: www.SSA.gov/appointment

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://secure.ssa.gov/ossnap/public/landingOSsnap>

AFTER VISITING THE SSA:

- ❑ Within 1-2 weeks, the card will be delivered to the address you listed 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.***

<p>WINSTON SALEM SS ADMINISTRATION ADDRESS:</p> <p>1370 Lockland Avenue Winston-Salem, NC 27103</p> <p>WEBSITE & TELEPHONE www.ssa.gov 1-877-402-0828</p>	<p>WINSTON SALEM SS ADMINISTRATION HOURS:</p> <p>Visit SSA Website for updated hours www.SSA.gov/appointment</p>
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