

# 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 requires F-1 and J-1 applicants make an appointment to meet with a Social Security Administration (SSA) staff member and to submit required documentation in person when applying for a SSN. You may start your SSN process online but you **must** complete it in person at a pre scheduled appointment. You can schedule, reschedule, or cancel an appointment by calling the SSA at 1-800-772-1213 (TTY 1-800-325-0778), Monday through Friday between 8:00 a.m. – 7:00 p.m. local time, or contacting your [local Social Security office](#).

### 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](http://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