

APPLYING FOR A SOCIAL SECURITY NUMBER

Social Security Administration
Third Floor
301 9th Street
Huntington, WV 25701

Anyone who works in the US, including nonimmigrants, is required to have a Social Security Number (SSN). You will only need a social security number if you have a job. New students must check-in at the Office of International Student Services before applying for a social security number. When you are issued an SSN, you will be given a card with your social security number on it. It is very important to keep your social security card in a safe place. When you visit the Social Security Administration, be sure to plan ahead and arrive early. If you plan to visit the Social Security Administration with friends who also need an SSN, be sure to arrive early enough so the staff have plenty of time to process all applications.

Eligibility Requirements:

- F-1 students must have a job offer before applying for a social security card.
- J-1 students must get permission from an International Advisor in the Office of International Student Services before accepting any offers of employment.
- J-2 dependents should make an appointment with an International Advisor to discuss applying for an Employment Authorization Document card (EAD card) before accepting any offers of employment.
- F-2 dependents cannot work and are therefore ineligible for a social security number or social security card.

Required Documentation:

- ✓ Completed Application for a Social Security Card (Form SS-5)
- ✓ **Original** documentation proving:
 - Work-authorized immigration status (your I-20 or DS-2019)
 - Age (passport)
 - Identity (passport)
- ✓ Status Verification Letter from International Student Services: <https://www.marshall.edu/iss/social-security-number/>
- ✓ Employment Offer Letter from your employer with the following:
 - Must be on company letterhead
 - Supervisor name
 - Supervisor contact phone number
 - Must be signed and dated by your supervisor
 - Employment start date
 - Number of hours to be worked per week
 - Job description
 - Employer EIN
- ✓ Current form I-94 (available online at: <https://i94.cbp.dhs.gov/i94>)

***All documents must be original.** The Social Security Administration will not accept photocopies or notarized copies of any documents.