



## **APPLYING FOR A U.S. SOCIAL SECURITY NUMBER**

Revised 08/2018

In order to be eligible for a SSN (Card), F-1 students must have a job or job-offer **on campus**, and J-1s students must have a letter of affiliation/support from their J-1 Program Advisor.

F-1 and J-1 students/scholars may begin working while the application for an SSN is being processed by the Social Security Administration (SSA). They may not, however, receive income until SSN processing receipt and or SSN has been issued and processed by the Human Resources department of their respective employer.

Employers may wish to reference the SSA's Fact Sheet, Employer Responsibilities When Hiring Foreign Workers, available at [www.socialsecurity.gov/employer/hiring.htm](http://www.socialsecurity.gov/employer/hiring.htm). This fact sheet contains information on how to report wages for an employee who has not yet received an SSN.

### **To apply for the SSN, students must (in order):**

- Submit job offer letter on departmental letterhead from employing department or letter of affiliation/support from J-1 Program Advisor to the Office of International Programs (OIP)  
The sample job offer letter may be copied onto letterhead.
- Pick up Status verification letter from OIP when notified via email from [ipdept@olemiss.edu](mailto:ipdept@olemiss.edu)
- Copy immigration documents required
- Apply in person at the Security Office in Tupelo

### **The following documents must be presented when applying for the SSN:**

- F-1 students -Job offer letter from employing department
- J-1 students – Letter of affiliation/support from J-1 Program Advisor
- Status verification letter from OIP for F-1 students
- Form SS-5: "Application for A Social Security Number Card"
- I-20 or DS-2019 (Copy + Original)
- I-94 Printed from <https://i94.cbp.dhs.gov/I94/#/recent-search>
- Passport (Copy, visa and identification page, & Original)

Additionally, please note that the following statuses do not allow employment, thus preventing the issuance of a SSN: **F-2, H-4, TD and B.**



### **Where can you apply for an SSN?**

- You can apply for an SSN at the regional office of the SSA in Tupelo, Mississippi. The SSA office is open Mondays, Tuesdays, Thursdays, and Fridays from 9:00am-4:00pm. and on Wednesdays from 9:00am – 12 noon. The SSA is closed for federal holidays.
- Contact Information:
  - Social Security Administration – Regional Office
  - 199 Saddle Creek Drive
  - Tupelo, Mississippi 38801
  - 866-504-4267
  - [www.ssa.gov](http://www.ssa.gov)

### **How can I get to the Social Security Administration Office?**

International students/scholars, holding primary F or J status, which do not have access to personal transportation may arrange for a ride via the Office of International Programs to the SSA in Tupelo, Mississippi. Rides are not offered to F or J dependents or to U.S. citizens. Rides are offered periodically through the Office of International Programs in Martindale room 331. Days and times will be posted at the front desk sign-up sheet. Ride capacity is restricted at maximum 6 international students/scholars per SSA-Ride-Day.

*For booking, send your request including name, student ID #, and date to [ipdept@olemiss.edu](mailto:ipdept@olemiss.edu). A confirmation will be sent with a reminder of time, date, and preparation of documents. Advance booking closes at noon on the Tuesday prior to the SSA-Ride-Day.*

### **SSA Ride Days/Times Coordinated by OIP**

*SSA trips will be determined by OIP based on availability and need. Please allow at least 3 hours in your schedule for the trip to and from Tupelo. Please sign up for a shuttle date you will need at the OIP front desk.*

### **For further questions, please contact:**

#### **International Student Advisor**

Office of International Programs

Martindale 331

[ipdept@olemiss.edu](mailto:ipdept@olemiss.edu)



### **Sample Letter of Job Offer**

The Job or Job Offer letter must be printed on the letterhead of the department/company which has made the job offer. For a “fill-in-the-blanks” copy-ready version of the sample letter, please see below.

[Date]
Dear Social Security Administration Officer,
Please accept this letter to accompany the Social Security application of ___[Student Name]___, who is an F-1 student at the University of Mississippi.
The above named student has been offered employment in the department of ___[Name of Department/Unit]___. The general duties of this position include ___[Description of main job responsibilities]_____ _____ _____.
It is our understanding that the student is eligible to work a <b>maximum of 20 hours per week while enrolled when school is in session.</b>
The student will begin work on ___[date]___ and will work ___[#]___ hours per week.
The student’s immediate supervisor is ___[Name of immediate supervisor]_____.
Thank you for your consideration,
[Employer Name] [Employer Signature] [Department] [Company] [Address] [Address]

### **Social Security Number Application Form**

Ask for application form.

If you have questions regarding the process, you may contact the staff in the OIP. If you have questions for the Social Security Administration, you may reach them at [www.ssa.gov](http://www.ssa.gov) or Tupelo Office at 1-866-504-4267.