International Student and Scholar Services

Social Security Number for J-1 Students

If you are a J-1 international student in lawful status and have valid U.S. work authorization, you may apply for a Social Security Number (SSN) from the U.S. **Social Security Administration** (SSA) office where you live. Please visit this site: https://secure.ssa.gov/ICON/main.jsp#officeResults and enter your zip code to find your local SSA office. You must be physically present in the U.S. to apply. Please call the SSA office to find out if you need an appointment or if they take walk-ins. Please also find out if the SSA office requires original employment letter and A/RO letter with wet signatures, or if the SSA will accept electronic signatures/scanned documents. Prior to the pandemic, SSA required original documents. There is no application fee, but SSA processing times vary and may take weeks/months during the pandemic. Follow these steps to apply:

STEPS FOR J-1 STUDENTS WITH <u>ON-CAMPUS JOB OFFER</u> FROM DEPAUL UNIVERSITY:

1. Confirm with your ISS advisor that you are authorized to work on-campus.
2. Obtain a letter from your employer (supervisor at DePaul) verifying that you have an on-campus job offer from DePaul. This letter must match all the criteria shown in our sample employment letter: http://bit.ly/EmploymentLetter_ISS.
3. Request an SSN letter by logging in to https://intlportal.depaul.edu/_portal/. Select Social Security Number Letter under Student Requests.
   - List your DePaul supervisor in the approval section. They will receive an email asking them to approve. If you do not list your supervisor's information correctly, the form will not activate and will not be processed.
4. Receive the SSN letter from ISS. You will receive an email when it is ready for you.
5. Complete a Social Security Number and Card application. You may download it here: https://ssa.gov/.
6. Bring the following documents to the SSA Office:
   - Job offer letter signed by your supervisor (same as step 1)
   - SSN letter from ISS
   - Original SEVIS I-20 or DS-2019 form
   - I-94 record (https://i94.cbp.dhs.gov)
   - Valid passport
   - DePaul student ID

STEPS FOR J-1 STUDENTS ON <u>APPROVED</u> ACADEMIC TRAINING:

☐ Complete a Social Security Number and Card application. You may download it here: https://ssa.gov/.

☐ Bring the following documents to the SSA Office: original SEVIS DS-2019 form showing your Academic Training authorization issued by ISS; job offer letter issued by your employer; SSN letter issued by ISS (that was processed by ISS together with your Academic Training application); I-94 record: https://i94.cbp.dhs.gov; and valid passport. You may apply for SSN no earlier than 30 days before Academic Training effective start date, and it is completely at the discretion of the SSA to accept your application early. SSA may ask you to wait until the Academic Training effective start date.

☐ Note, you do <u>not</u> need to submit an SSN letter request in Campus Connect. However, ISS will need to process and approve your Academic Training work authorization **before** issuing your SSN letter. Therefore, by the time you apply for SSN, you should have already obtained Academic Training authorization from ISS. Please allow several business days for review/processing of your Academic Training application and SSN letter. Please also be reminded you **cannot start working off-campus before** you obtain written Academic Training authorization from ISS.

Please Note: SSA must first verify immigration status of each J-1 student before issuing SSN. SSA verifies your immigration status by accessing your SEVIS record through SAVE (Systematic Alien Verification for Entitlements). It may take up to **10 calendar days after your initial entry** into the U.S. before your record shows up in SAVE. You may apply for an SSN at any time, but if your information is not found in SAVE, the SSA will wait for another 10 days before attempting to verify your record. If your information is still not showing up in SAVE, the SSA must request special verification of your status from the U.S. Department of Homeland Security Immigration Status Verification unit which may take additional time.