



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 ON-CAMPUS JOB OFFER FROM DEPAUL UNIVERSITY:**

- Obtain a letter from your employer (supervisor at DePaul) verifying that you have an on-campus job offer from DePaul. This letter must be on official letter-head. Please refer to this link to view a sample employment letter: [http://bit.ly/EmploymentLetter\\_ISS](http://bit.ly/EmploymentLetter_ISS).
- Ask your DePaul supervisor to email a scanned/signed copy of your job offer letter directly to your ISS advisor or ISS inbox at [ISS@depaul.edu](mailto:ISS@depaul.edu) and include your legal name and DePaul student ID number in the subject heading. Note, **ISS will need to first process your on-campus work authorization** (assuming you qualify) before issuing your SSN letter. Please allow approximately 3 business days for review/processing. Please also be reminded you **cannot start working on-campus before** you obtain written work authorization from ISS.
- Note, you do not need to submit an SSN letter request in Campus Connect. ISS advisor will process your on-campus work authorization together with your SSN letter and notify you via email once they are available for distribution.
- Complete a Social Security Number and Card application. You may download it here: <https://ssa.gov/>.
- In addition to your job offer, SSN and work authorization letters, bring the following documents to the SSA Office: original SEVIS I-20 or DS-2019 form; I-94 record: <https://i94.cbp.dhs.gov>; valid passport; and DePaul student ID.

**STEPS FOR J-1 STUDENTS ON APPROVED 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 not 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.

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**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.  
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