



## OBTAINING A SOCIAL SECURITY NUMBER

**Q. Who can obtain an SSN as an F-1 or J-1 student or scholar?**

A. Social Security cards will be issued only to those students or scholars in lawful status who have been offered jobs on campus or who are authorized for certain off-campus employment as permitted under Department of Homeland Security regulations.

**Q. I do have an on-campus job or job offer. How do I apply for a SSN?**

A. You will need the following documents:

- passport
- I-20/DS-2019
- a valid electronic Arrival/Departure Record (I-94)  
*can be found here: [www.cbp.gov/i-94](http://www.cbp.gov/i-94)*
- a letter from your employer (see back for a sample letter)
- a status verification letter from International Student Services (when requesting a status verification letter from ISS, please present your on-campus employer's job offer letter or J-1 On-Campus Employment Authorization form)

Please take these documents to:

Social Security Administration – Marshall Office  
507 Jewett St B,  
Marshall, MN 56258  
(855) 210-0122

*(See attached location map)*

It is best to call ahead to determine days and times of service at the Social Security Administration. Due to the Social Security Administration being a federal office, they may close for holidays when many businesses and SMSU remain open.

Please wait at least 10 days after entering the U.S. before submitting a social security card application. Due to the various security checks involved, it may take longer than usual before a SSN is issued by the Social Security Administration.

**SAMPLE F-1 STUDENT EMPLOYMENT LETTER**  
**(For use by SMSU employing departments)**

Below, please find a sample letter to the Social Security Administration from the student's on-campus employer.

The letter must be typed or written on your *official department letterhead* and contain your original signature.

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March 10, 2018

To whom it may concern:

This letter serves to confirm that John Doe will be employed with the Department of Mathematics in the position of Student Assistant. The student is expected to begin on May 1, 2019 and will work no more than 20 hours per week. Southwest Minnesota State University's EIN number is 411687554.

Sincerely,

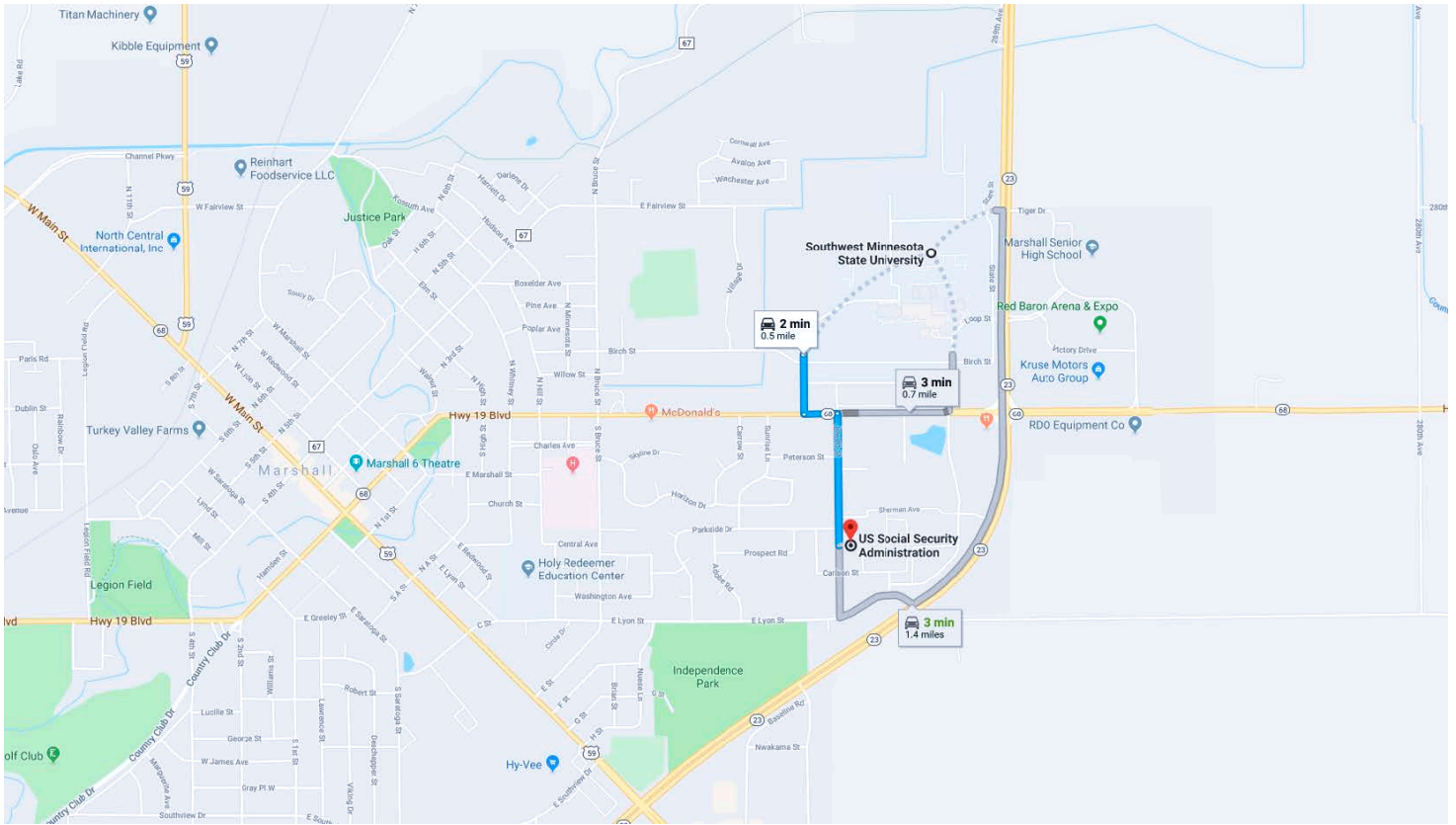
**JtCx WÉx**

Jane Doe

Faculty Specialist

(269) 387-1111

# Directions to the Social Security Administration Office:



## Southwest Minnesota State University to US Social Security Administration (MARSHALL, MN)

**Start:** 1501 State Street, Marshall, MN 56258

1. Head south on Mustang Trail toward Birch Street
2. Turn left onto E College Drive
3. Turn right onto Jewett Street  
Destination will be on the left

**End:** 507 Jewett Street B, Marshall, MN 56258