



APPLYING FOR A U.S. SOCIAL SECURITY NUMBER

In order to be eligible for a Social Security Number/Card (SSN), F-1 students must have a job or job-offer **on campus**. Please note that F-1 students/scholars may begin working while the application for their SSN is being processed by the Social Security Administration (SSA). They may not, however, receive income until the SSN processing receipt and or the 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, which contains information on how to report wages for an employee who has not yet received a SSN.

To apply for their SSN Card, students must present the following items:

- F-1 students -Job offer letter from employing department
- Status verification letter from the (Center for International Studies and Global Change)
- Form SS-5: "Application for A Social Security Number Card"
- I-20 or DS-2019 (copy + original)
- I-94 Card (copy, back and front, &original)
- Passport (copy, visa and identification page, &original)

Where can you apply for an SSN?

➤ You can apply for an SSN at the regional office of the SSA in Jackson, Mississippi. The SSA office is open Mondays, Tuesdays, Thursdays, and Fridays from 9:00am-4:00pm. and on Wednesdays from 9:00am – 12 noon. Please note that they are closed Saturdays, Sundays, and Federal holidays.

➤ Contact Information:

Social Security Administration – Regional office

Dr. A. H. McCoy Federal Building
100 West Capitol Street
Jackson, MS 39269
Phone: (601) 965-5418
www.ssa.gov

How can I get to the Social Security Administration Office?

International students/scholars, who do not have access to personal transportation, may arrange for a ride via the Madison County Citizens Services Agency, contact number is (601) 391-1993.