

SOCIAL SECURITY NUMBER APPLICATION INFORMATION

International students and scholars applying for an original, replacement, or corrected social security card must apply in person at the Social Security office. The closest Social Security office is in Albany, Oregon, a city located 12 miles east of Corvallis. **F-1 and J-1 students must have a job offer (or an employment authorization document) and a letter of support from International Student and Faculty Services in order to apply for a social security number.**

The application for a social security number (Form SS-5) is available on the web at <http://www.ssa.gov/online/ss-5.html> or at the Social Security office. Upon submitting the application, be sure to request a receipt as it can take 4-8 weeks to receive your social security card by mail. The receipt will be helpful as you sign up with OSU payroll.

Steps to acquiring a social security number

1. Receive an on-campus job offer or written approval to begin F-1 curricular or optional practical training.
2. Ask your employer for a letter, on professional letterhead, stating their desire to hire you.
3. If you are a student, bring the letter from your employer to the International Program's receptionist and request one of the following letters:
 - a. **F-1 students** - request a "Social Security Letter" verifying that you are enrolled full-time for the current term and are authorized to work on campus
 - b. **J-1 students** – request an "Employment Authorization Letter" verifying your authorization to work on-campus
4. If you are a new student at OSU, you will need to complete the **Immigration Document Check-In** procedure described below and register full-time for your first term *before* the letter of support from International Student and Faculty Services can be produced. The Student Exchange Visitor Program (SEVP) advises that applicants for a social security card should be in the United States for more than ten days before going to the social security office to apply. This allows time for arrival data from the Port of Entry to be entered in the primary system that the social security administration uses for authorization validation.

Immigration Document Check-In Procedure:

Newly admitted students must bring copies of the following documents for themselves and any dependents to the International Program's receptionist:

- Copy of your I-20 (F-1) or DS-2019 (J-1) form containing the Port of Entry stamp
- Copy of your passport identification page, including current expiration date
- Copy of your U.S. visa stamp
- Copy of your I-94 Arrival/Departure form (front and back)
- Copy of your previous school's I-20 or DS-2019 (if you are transferring from another U.S. school)
- A completed Immigration Document Check-in Biographical Data Form (available from the International Program's receptionist)

Based on your visa status, bring the following items to the Social Security office when you apply

F-1 Students:

- Original I-20
- Valid passport
- Current I-94 Arrival/Departure form
- One additional piece of identification (establishing identity and age)
- Letter from International Student and Faculty Services verifying full-time registration for the current term and authorization to work on campus
- Job offer letter from the department wishing to hire you for on-campus employment OR
 - Curricular Practical Training (CPT) approval (noted on page 3 of your I-20) if on an internship approved by International Student and Faculty Services OR
 - Employment Authorization Document (EAD) issued by the USCIS for OPT or Economic Hardship

Note: For non-EAD based F-1 student employment (CPT and on-campus employment) the Social Security Administration will accept an application for a social security number no more than 30 days in advance of the scheduled employment start date. In the case of EAD-based F-1 employment, the employment start date on the EAD must already have been reached before you can apply for a social security number.

J-1 Students:

- Original DS-2019
- Valid passport
- Current I-94 Arrival/Departure form
- One additional piece of identification (establishing identity and age)
- Employment Authorization Letter from International Student and Faculty Services (if your DS-2019 is sponsored by another agency, written employment authorization from that agency)
- Job offer letter from the department wishing to hire you for on-campus employment

J-1 Scholars: *Including Researchers, Professors, Short-Term-Scholars, and Trainees*

- Original DS-2019
- Valid passport
- Current I-94 Arrival/Departure form
- One additional piece of identification (establishing identity and age)
- Offer letter from the department for which you will be working

J-2 Dependents:

J-2's must first apply for employment authorization with the U.S. Citizenship and Immigration Service. Please see an international student advisor for more information.

- Original DS-2019 of dependent
- Valid passport
- Current I-94 Arrival/Departure form
- One additional piece of identification (establishing identity and age)
- Employment Authorization Document (EAD) issued by USCIS
- Job offer letter

H-1B Employees:

- I-797 H-1B Approval
- Valid passport
- Current I-94 Arrival/Departure form
- Offer letter from the department for which you will be working

Note: Individuals in F-2 or H-4 visa status are NOT eligible for social security numbers.

Social Security Office Information

SOCIAL SECURITY OFFICE
1055 Bain Street
Albany, OR 97321

Hours: 9:00 am to 4:00 pm, Monday – Friday

National Teleservices Center: Mon. – Fri. 7 am - 7 pm (1-800-772-1213)

The Social Security office in Albany, OR can be reached by taking the bus. For more information please visit the Corvallis Transit System website at <http://www.ci.corvallis.or.us/index.php?option=content&task=view&id=467&Itemid=410> or call 541-917-7667.