

Social Security Number (SSN) Application Process

SSN Application Process

- 1. Complete Part 1 and Part 2 of the Social Security Verification (SSV) form in pen (other side of this form).**
 - You complete part “1. Verification of Student Responsibility”
 - Your direct supervisor completes part “2. Letter of Employment”
- 2. Make an appointment to meet with an International Student Advisor.**
 - Schedule a *Social Security Number Application* appointment at <https://outlook.office365.com/book/ISSAdvising@universityofwieauclaire.onmicrosoft.com/>
 - Bring this form and a laptop to the appointment
 - During the appointment, the International Student Advisor completes part “3. Proof of Employment Eligibility” of this form
- 3. Complete an online Social Security Number Application at <https://secure.ssa.gov/ossnap/public/landingOSsnap> and schedule an appointment with the Social Security Administration (SSA) Office.**
- 4. Bring the following documents to your appointment with the Social Security Administration (SSA) Office.**
 - Completed Social Security Verification (SSV) form
 - Immigration Documents
 - Passport
 - Most recent and valid form I-20 or DS-2019
 - Printed I-94 record showing current F-1 or J-1 status

Social Security Administration (SSA) Office Location

4210 Oakwood Hills Parkway, Eau Claire, WI 54701

Office hours are Monday through Friday from 9:00 am-4:00 pm

Phone: (866) 815-2924

Make an appointment with the SSA office (online or via phone), do not go to the office without an appointment.

SSN Processing Times

After you complete the entire SSN application process, you will receive your SSN card in 2-4 weeks. Talk to your supervisor regarding when you may start working.

Reporting Requirements

J-1 students must report any changes to employment, including new employment, to the Center for International Education (CIE) using their International Student Portal.

Social Security Verification (SSV) Form for F and J Students

1. Verification of Student Responsibility (Student Completes)

I understand my eligibility and responsibilities to be employed as an international student and will abide by the rules and regulations provided by the US Department of Homeland Security. I understand **I may work up to 20 hours per week on-campus during academic semesters**; I may work more than 20 hours per week on-campus during academic breaks. **I cannot begin working until this SSV form is processed by the UWEC Center for International Education (CIE). I must report any changes to my employment with the CIE.**

Student Signature

Date (month/day/year)

Blugold ID Number

Visa Type

Employment Eligibility for J or F Visa Students

2. Letter of Employment (Employer Completes)

This is evidence of on-campus employment for: _____
Student Name

Student's Job Title: _____

Start Date*: ____/____/____ *Must be a future date, but no more than 30 days in the future

End Date**: ____/____/____ **Cannot be more than 1 year from start date & cannot be past program end date on student's I-20 or DS-2019

Hours per week during semester: _____
Up to 20 hours

Hours per week during breaks: _____
20 or more hours allowed

Supervisor Information:

Employing Department

Address

City

State

Zip

Supervisor Name

Supervisor Phone Number

Supervisor Email Address

Supervisor Original Signature

Date (month/day/year)

3. Proof of Employment Eligibility (International Student Advisor Completes)

Designated School Official/Alternate Responsible Officer Name & Title

Date (month/day/year)

Designated School Official/Alternate Responsible Officer Signature

Phone