University *of* Wisconsin-Eau Claire

Applying for a Social Security Number (SSN)

Why do I need a SSN?

- Required for employment in the U.S.
- Track an employee's wages for benefits eligibility and tax-reporting requirements.

When should I apply?

- 10 days after initial arrival in the U.S.
- No earlier than 30 days before employment start date (J-visa holders may be able to apply earlier)

When should I expect to receive my documents?

- CIE returns SSN form within a week
- Receive SSN card in 2-4 weeks.

What do I need to do to apply?

1. **Complete the SSN verification form (The back side of this form)**
2. **Complete Online Social Security Number Application at:** https://secure.ssa.gov/ossnap/public/landingOSsnap
   - Follow directions and submit the application
3. **Bring the following documents to the SSA Office within 45 days of submitting the online application.**
   - Verification of employment (choose **one**)
     - Letter from on-campus employer (Section 2 on the back of this form)
     - CPT or AT authorization on Form I-20 or DS-2019
     - Employment Authorization Document (EAD)
   - Proof of employment eligibility (choose **one**)
     - Verification from CIE indicating eligibility for on-campus employment (Section 3 on the back of this form)
     - Signed I-20 or DS-2019 with work authorization
   - 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.

Where do I apply?

- SSA Office is located at: 4210 Oakwood Hills Parkway, Eau Claire, WI 54701
- Office hours are M-F from 9:00 am-4:00 pm
- Phone: (866) 815-2924

Last updated: 7/5/2022 CAL

Social Security Verification Form for F and J Students

1. Verification of Student Responsibility

I understand my responsibilities and eligibility 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 (and full time during academic breaks). I will seek permission from the Center for International Education (Schofield 3) for any employment changes.

_____   _____

Student Signature   *Date*   *Visa type Circle one:*   J   F

Employment Eligibility for J or F Visa Students

2. Letter of Employment

This is evidence of on-campus employment for: _____

(PRINT Name of student)

Nature of student's job:_____

Start Date:_____/_____/_____   (Cannot be more than 30 days in the future)

End Date:_____/_____/_____   (Cannot be more than 1 year from start date and cannot be past program end date on student's I-20 or DS-2019)

Number of hours per week during semester: _____ During breaks: _____

Employer information: _____

Employing Department

_____

Address

_____

City   *State*   *Zip*

_____

Student's Immediate Supervisor   *Telephone Number*

_____

Email address

_____   _____

Employer's Original Signature (no stamps)   *Date*

_____

Employer's Name & Title (print)

3. Proof of Employment Eligibility

_____   _____

Designated School Official/Alternate Responsible Officer signature   *Date*

_____   _____

Designated School Official/Alternate Responsible Officer Name & Title   *Phone*