

APPLYING FOR A SOCIAL SECURITY NUMBER

Who is eligible for a Social Security number (SSN)?

Anyone authorized by USCIS to work in the US or eligible to work incidental to their immigration status. F-1 and J-1 students must have a job offer in hand before applying for an SSN.

Where do I go to apply for an SSN?

Social Security Administration

1200 8th Avenue North

Birmingham, AL 35285

Office hours are 9:00 a.m. to 4:00 p.m., Monday through Friday (free parking available)

What documents do I need to bring?

- Valid passport
- Most recent Form I-94 (print from <https://i94.cbp.dhs.gov/i94/consent.html>)
- One of the following: DS-2019; I-20; or H-1B, O, or TN Form I-797, Approval Notice
- Employment Authorization Card, if required (*i.e.*, J-2 dependents and certain H-4 spouses)
- F and J students must have their department complete the first page of the On-Campus Employer Verification and then return the form to ISSS to complete the second page. The second page cannot be finalized until the department has contacted payroll and completed processing of your initial ACT document through Oracle.

What if I have applied for a change of non-immigrant status while in the US?

If you changed status from within the US and have not left the US since the change of status was approved, please contact ISSS for special instructions prior to applying for your SSN.

How do I apply?

Take the documents listed above to the Social Security Administration office. Complete an application and show your documents for identification purposes. The Social Security Administration will review and return your documents. Because the I-94 is an electronic record entered at the port of entry, your information should already be in the SAVE system. If your application is accepted, it will take approximately 2 weeks to receive your Social Security card in the mail once your I-94 number is cleared. If your application is rejected, ask for a supervisor. If a supervisor is unavailable, call ISSS at (205) 934-3328.

Can I obtain my SSN prior to receiving the actual card in the mail?

No, you must wait for the physical card to arrive in the mail. The Social Security Administration does not provide proof of the number at the local office.

[print on employer letterhead]

ON-CAMPUS EMPLOYER VERIFICATION

Social Security Administration
1200 8th Avenue North
Birmingham, AL 35285

To whom it may concern:

Please accept this letter as verification of on-campus employment for:

Student

Nature of student's job (e.g., wait staff, library aide, research assistant, etc.): _____

Name of Department/Organization:

Start Date: _____ Hours per Week: _____

Employer contact information: _____
Employer Identification Number (EIN)

Phone Email

Student's immediate supervisor

Employer signature (original): _____

Signatory's title: _____

Date: _____



International Student and Scholar Services

INTERNATIONAL OFFICE VERIFICATION OF ON-CAMPUS EMPLOYMENT

To whom it may concern:

This is to certify that _____ is an F-1 or J-1 student attending _____ (school name). The student is working for or has been offered on-campus employment by

Name of on-campus employer (e.g., bookstore, chemistry department lab, library etc.): _____

Nature of employment (e.g., cashier, research assistant, library aide, teaching in exchange for reduced tuition, etc.):

Signature of International Office Staff Member

Printed or Typed Name of International Office Staff Member

Phone

Email

Date