



Applying for a Social Security Number F-1 and J-1 Students

You must be in active immigration status in order to apply for a Social Security Number. Therefore new students should wait at least 10 business days after the OISS registers you in the SEVIS system. Once you apply expect to wait between 2-10 weeks for your card. Your card will be sent to the address you write on your application. If you are unsure of your local address or your address will change before your card comes, it is possible to have the card sent "in care of" the Office of International Student Services at IU South Bend, "c/o Office of International Student Services, 1700 Mishawaka Ave., P.O. Box 7111, South Bend, IN 46634-7111." There is no charge for the SSN.

Ineligibility Letter for the Indiana Driver License

Students in F-1 or J-1 status are not eligible for a Social Security number without employment or offer of employment. If you require evidence of ineligibility for a Social Security Number in order to apply for an Indiana state driver license, you may go directly to the Social Security Administration office and request a Denial Letter to submit with your driver license application.

Social Security Number for Employment

If you have been offered a job, you must apply for a Social Security Number (SSN). PLEASE REMEMBER: Students in F-1 and J-1 status are allowed to work *on-campus*: 1) up to 20 hours a week when classes are in session in the fall and spring semesters and 2) up to 40 hours a week during scheduled vacation breaks. However, you must follow the special procedures established by the USCIS and IU South Bend in order to maintain immigration status and apply for a Social Security Number.

Students may begin their on-campus employment before they have applied for a Social Security number, but they must apply for a Social Security number immediately after beginning employment and submit the application receipt to IU South Bend Payroll.

To apply for a Social Security Number, take the following documents to the Social Security Administration office:

- Offer Letter from Employer
- Complete an application for a Social Security number (Form SS-5); or
 - <http://www.socialsecurity.gov/online/ss-5.pdf>
- Original documents proving your:
 - Identity
 - Passport
 - Student ID or driver license
 - Immigration status;
 - I-94 Arrival/Departure Record (white card in your passport)
 - F-1 students: I-20 Certificate of Eligibility for Nonimmigrant Student
 - J-1 students: DS-2019 Certificate of Eligibility for Exchange Visitor
 - Work eligibility;
 - Letter from OISS
 - Employment offer letter from employer including
 - Your job;
 - Your employment start date;
 - The number of hours you will be working; and
 - Your supervisor's name and telephone number.
 - Age;
 - If your passport is **less than one year old**, you must present your ORIGINAL birth certificate.

***All documents must be either originals or copies certified by the issuing agency.
You must apply in person. Do not mail your immigration documents or passport.***

The South Bend Social Security Administration office, 602 S. Michigan St. Phone: 877-274-5425 or 574-251-3464 Hours: 9:00 am – 4:00 pm, Monday - Friday, except federal holidays. Closed on Saturday and Sunday. The public South Bend Transpo bus can take you from IU South Bend to the downtown bus station which is across the street from the Social Security Administration office.