



Applying for a Social Security Number

In general, only noncitizens who have permission to work from DHS can apply for a Social Security number. Foreign students with a status of F-1 or J-1 are allowed to work *on-campus* without any special permission from the Department of Homeland Security (DHS). However, once you secure a job, you *must* apply for your Social Security Number immediately.

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

- Complete an Application For A Social Security Card (Form SS-5); and
 - <http://www.socialsecurity.gov/online/ss-5.pdf>
- Show original documents proving your:
 - Identity
 - Passport
 - Student ID or Driver's 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
 - Job offer letter from employer including
 - Your job;
 - Your employment start date;
 - The number of hours 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 Office is located at 602 S. Michigan St. Phone: 219-251-3446 Hours: 9:00 am - 4:00 pm, Monday - Friday, except federal holidays. The public South Bend Transpo bus can take you from IU South Bend to the down bus station which is across the street from the Social Security office.

You must be in active 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 or fee to get a Social Security number.