SOCIAL SECURITY NUMBER – APPLYING AT THE SSA BRANCH OFFICE

MICHIGAN STATE UNIVERSITY

OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS
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A Social Security Number (SSN) is a unique, 9-digit identification number, issued by the U.S. Social Security Administration (SSA) to U.S. citizens, permanent residents, and qualified foreign nationals - including those in F and J status who meet the requirements as indicated below.

WHO IS ELIGIBLE FOR AN SSN?

Please consult the following chart for SSN eligibility:

Eligible for a Social Security Number	Not eligible for a Social Security Number
F-1 Students with on-campus employment	F-1 Students without employment
F-1 Students with CPT (Curricular Practical Training) authorization	F-2 Dependent family members
F-1 Students with OPT (Optional Practical Training) authorization	J-2 Dependent family members without EAD (Employment Authorization Document)
J-1 Students	***NOTE*:** If you are ineligible for an SSN, you may still visit the SSA office and obtain a letter proving your ineligibility for an SSN (called Form SSA L-676). This letter can be used as part of an application for a Michigan Driver's License / ID Card.
J-1 Scholars	
J-2 Dependent family members with EAD (Employment Authorization Document)	

HOW DO I APPLY FOR AN SSN?

Step 1: As soon as possible after your arrival in the US, check in with OISS. (Note: If you attended International Student Orientation, you have already checked in.)

Step 2: Wait at least **5 days** from the date you checked in with OISS before you apply for an SSN. (Applying earlier could result in unnecessary delays.)

Step 3: Consult the list of required documents below. Go to the Social Security Administration office in person with all required documents to submit your SSN application.

WHAT DOCUMENTS ARE REQUIRED TO APPLY FOR AN SSN?

F-1 Students with on-campus employment • Passport • I-20 • F-1 SSN letter completed by on-campus employer and signed by OISS (Template available on OISS website's Forms section). ***Note:*** *SSN Applications may be submitted no more than 30 days before the employment start date.*	**J-1 Students** • Passport • DS-2019 • J-1 Student SSN Letter signed by OISS. ***Note:*** *J-1 students not under MSU program sponsorship should obtain the letter from the program sponsor.*
F-1 Students with CPT • Passport • I-20 with CPT endorsement on page 3.). ***Note:*** *SSN Applications may be submitted no more than 30 days before the employment start date.*	**J-1 Scholars** • Passport • DS-2019 • J-1 Scholar SSN Letter signed by OISS. ***Note:*** *J-1 scholars not under MSU program sponsorship should obtain the letter from the program sponsor.*
F-1 Students with OPT • Passport • I-94 Print Out/card • I-20 • OPT Card (Employment Authorization Document) ***Note:*** *SSN Applications may be submitted no more than 30 days before the employment start date.*	**J-2 Dependents** • Passport • I-94 Print Out/card • DS-2019 • EAD (Employment Authorization Document)

HOW LONG DOES IT TAKE TO OBTAIN MY SSN?

Once your application has been approved, the SSA will send a Social Security card to the address you provided when you submitted your application. Usual processing time is 2-4 weeks. If additional security procedures are necessary, processing times may range from 4-6 weeks. If your card takes longer than 6 weeks to process, please contact OISS.

CAN I START WORKING WITHOUT AN SSN?

In some cases at MSU, you may begin your employment without an SSN as long as your other hiring forms have been completed. When you receive your Social Security card, please provide a copy to your hiring department and/or the Payroll Office. Please make sure you consult your hiring department administrator before beginning any employment.

WHAT IF I LOSE MY SOCIAL SECURITY CARD?

Applications for replacement Social Security cards are exactly the same, as applying for a new SSN, except you must disclose your existing SSN. All documents required for a new SSN application are also required for a replacement card application.

WHAT IF MY NAME IS INCORRECT ON MY SOCIAL SECURITY CARD?

If your name is incorrect, please return to the SSA office with your passport and related documents to request a correction. If you experience difficulty correcting your name, please contact OISS.

SECURITY AND IDENTITY THEFT

Your Social Security card should be kept in a safe place and your SSN should be given out only as needed to guard against "identity theft." See http://www.consumer.gov/idtheft for more information on identity theft, or the SSA's information on Social Security fraud at: http://www.ssa.gov.

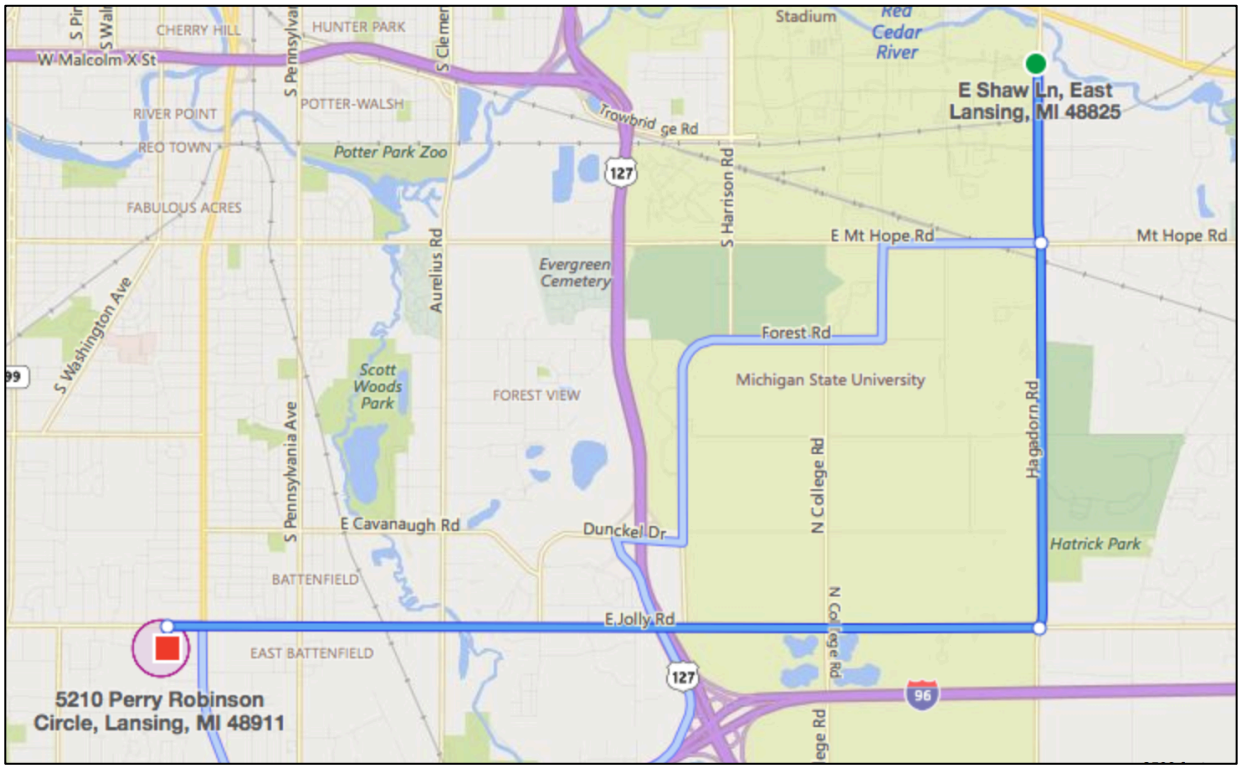
WHERE TO FIND THE SOCIAL SECURITY ADMINISTRATION – LANSING BRANCH

5210 Perry Robinson Circle
Lansing, MI 48911
Office Hours: Visit SSA website

Local Phone: (877) 512-5944
National Phone: (800) 772-1213
Website: www.ssa.gov

FROM MSU VIA CATA BUS

Take Bus #1 to the Lansing Bus Station and transfer to Bus #5 going south to the corner of Jolly and South Cedar. Estimated travel time is 45 minutes, as Bus #1 runs every 10 minutes and Bus #5 runs every 20 minutes.

FROM MSU VIA CAR

Take S. Harrison Road to E. Jolly Road, then right at E. Jolly Road (4.6 miles) and take the 2nd left onto Perry Robinson Circle.