

SOCIAL SECURITY NUMBER APPLICATION INFORMATION

International students and scholars applying for an original, replacement, or corrected social security card must apply in person at the Social Security office. The closest Social Security office is in Albany, Oregon, a city located 12 miles east of Corvallis. **F-1 and J-1 students must have a job offer (or an employment authorization document) and a letter of support from the Office of International Services in order to apply for a social security number.**

The application for a social security number (Form SS-5) is available on the web at <http://www.ssa.gov/online/ss-5.html> or at the Social Security office. Upon submitting the application, be sure to request a receipt as it can take 4-8 weeks to receive your social security card by mail. The receipt will be helpful as you sign up with OSU payroll.

F-1 STUDENT - Steps to Acquiring a Social Security Number

1. **Find a job** - Receive an on-campus job offer or written approval to begin F-1 curricular (CPT) or optional practical training (OPT).
2. **Employer Certification** - For on-campus positions, ask your employer to complete the Employer Section of the [Social Security Verification Letter](#). For off-campus positions with approved CPT or OPT, ask your employer for a job offer letter, on professional letterhead, stating their desire to hire you.
3. **OIS Verification** - Bring the signed [Social Security Verification Letter](#) or Job Offer Letter to the International Program's receptionist. Within 7 business days, an International Student Advisor will complete the process by verifying if you are enrolled full-time for the current term and are authorized to work.
4. **New Students** - If you are a new student at OSU, you will need to complete the **Immigration Document Check-In** procedures described below and register full-time for your first term *before* the letter of support from the Office of International Services can be produced. ***The Student Exchange Visitor Program (SEVP) advises that applicants for a social security card should be in the United States for more than ten days before going to the social security office to apply.*** This allows time for arrival data from the Port of Entry to be entered in the primary system that the social security administration uses for authorization validation.
5. **Bring the following items to the Social Security office:**
 - Original I-20
 - Valid passport
 - Copy of your I-94 Arrival/Departure form (front and back if a card, or if electronic go online to <https://i94.cbp.dhs.gov/>)
 - One additional piece of identification (establishing identity and age)
 - Social Security Verification Letter from the Office of International Services (OIS) verifying full-time registration for the current term and authorization to work on campus
 - For authorized CPT/OPT off-campus positions:
 - Job offer letter from the company wishing to hire you; OR
 - Curricular Practical Training (CPT) approval (noted on page 3 of your I-20) if on an internship approved by International Student Advising and Services; OR
 - Employment Authorization Document (EAD) issued by the USCIS for OPT or Economic Hardship

Note: For non-EAD based F-1 student employment (CPT and on-campus employment) the Social Security Administration will accept an application for a social security number no more than 30 days in advance of the scheduled employment start date. In the case of EAD-based F-1 employment, the employment start date on the EAD must already have been reached before you can apply for a social security number.

Individuals in F-2 visa status are NOT eligible for social security numbers or employment.

(Please See Reverse)

J-1 STUDENT - Steps to Acquiring a Social Security Number

1. **Find a job** - Receive an on-campus job offer (or off-campus job offer for Academic Training).
2. **Employer Certification** - Ask your employer for a letter, on professional letterhead, stating their desire to hire you, the anticipated dates of employment, the hours expected per week, the position description, and the company's address.
3. **OIS Verification** – If you are a student sponsored by OSU, bring the letter from your employer to the International Program's receptionist. In addition, you will need to turn in either the [On-Campus Employment Authorization Request](#) form or the [Academic Training](#) form. Within 7 days, an International Student Advisor will then create an "Employment Authorization Letter" for you verifying your authorization to work. *Note: If OSU is not your program sponsor, you will need to contact your program sponsor to learn their process for providing you an employment authorization letter.*
4. **New Students** - If you are a new student at OSU, you will need to complete the **Immigration Document Check-In** procedure described below and register full-time for your first term *before* the letter of support from International Student Advising and Services can be produced. **The Student Exchange Visitor Program (SEVP) advises that applicants for a social security card should be in the United States for more than ten days before going to the social security office to apply.** This allows time for arrival data from the Port of Entry to be entered in the primary system that the social security administration uses for authorization validation.
5. **Bring the following items to the Social Security office:**
 - J-1 Students:**
 - Original DS-2019
 - Valid passport
 - Copy of your I-94 Arrival/Departure form (front and back if a card, or if electronic go online to <https://i94.cbp.dhs.gov/>)
 - One additional piece of identification (establishing identity and age)
 - Employment Authorization Letter from the Office of International Services (if your DS-2019 is sponsored by another agency, written employment authorization from that agency)
 - For Academic Training positions only: Job offer letter from the company wishing to hire you
 - J-2 Dependents:**

J-2's must first apply for employment authorization with the U.S. Citizenship and Immigration Service. Please see an international student advisor for more information.

 - Original DS-2019 of dependent
 - Valid passport
 - Copy of your I-94 Arrival/Departure form (front and back if a card, or if electronic go online <https://i94.cbp.dhs.gov/>)
 - One additional piece of identification (establishing identity and age)
 - Employment Authorization Document (EAD) issued by USCIS
 - Job offer letter

Immigration Document Check-In Procedures

Newly admitted students must bring copies of the following documents for themselves and dependents to the OIS front desk:

- Copy of your I-20 (F-1) or DS-2019 (J-1) form containing the Port of Entry stamp
- Copy of your passport identification page, including current expiration date
- Copy of your U.S. visa stamp
- Copy of your I-94 Arrival/Departure form (front and back if a card, or if electronic online: <https://i94.cbp.dhs.gov/>)
- Copy of your previous school's I-20 or DS-2019 (if you are transferring from another U.S. school)
- A completed [Immigration Document Check-in Biographical Data](#) Form (available at International Program's office)

Social Security Office Information

SOCIAL SECURITY OFFICE
Suite 110
1390 Waverly Drive SE
Albany, OR 97322

Hours: 9:00 am to 3:30 pm, Monday – Friday
National Teleservices Center: Monday – Friday 7am - 7pm (1-800-772-1213)

The Social Security office in Albany, OR can be reached by taking the bus. For more information please visit the Corvallis Transit System website at <http://www.ci.corvallis.or.us/index.php?option=content&task=view&id=467&Itemid=410> or call 541-917-7667.