



# HOW TO OBTAIN A SOCIAL SECURITY CARD

The Social Security Administration will only issue you a SSN for the purpose of obtaining employment. **You must have a written offer of employment before you can apply for a SSN.** You cannot apply for a SSN if the employment does NOT start within 30 days. Please view the below criteria for your visa type (F-1 or J-1).

## **Steps for On-campus Jobs ONLY:**

- 1) After applying for a SSN you will receive your SSN Card within 14-20 business days
- 2) Include one copy of the SSN Card with your ECU work permit packet
- 3) Take the original SSN Card to the Admissions & Records Office (Admin. RM 111) to change fake ECU "121-XX-XXXX" number to your real social security number. **DON'T FORGET THIS STEP – OR YOU WON'T BE ABLE TO WORK OR GET PAID.**

## **F-1 VISA HOLDERS:**

You will need to take the following items with you when you apply for your social security card:

- Letter from your employer, written on company letterhead, that includes the following information:
  - Identity of student employee;
  - Nature of job the student will be engaged in;
  - Anticipated or actual employment start date;
  - Number of hours the student is expected to work per week;
  - Employer identification number (EIN) (**ECU EIN: 474354756**);
  - Employer contact information, including the telephone number and the name of the F-1 student's immediate supervisor;
  - Original signature, employer's title, and date
- Letter of "Employment Eligibility" from ECU's International Director
- A completed *SS-5 Application* form (Obtain online or from SSN Office. *It is best to put your campus mailing address on the SS-5*)
- Passport, Visa, and I-94 record
- Your I-20

## **J-1 VISA HOLDERS:**

You will need to take the following items with you when you apply for your social security card:

- Letter of "Employment Eligibility" from ECU's International Director
  - Indicating the nature of the employment in which the student will engage, the student is authorized to work
    - Provide the Director with a **brief job description.**
- Completed *SS-5 Application* form (It is best to put your campus mailing address on the SS-5)
- Passport, Visa, and I-94
- DS-2019

**NOTE: YOU CAN APPLY FOR A SSN ONLY AFTER YOU HAVE BEEN IN THE U.S. FOR AT LEAST 10 DAYS, AND HAVE BEEN REGISTERED IN SEVIS.**

**Address of local Social Security Administration Office:** (Hours: M-F 9am-3:00pm)  
921 Lonnie Abbot Blvd.  
Ada, OK 74820  
1-888-810-1940