



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