

International Student SSN checklist

If your school has authorized you to work either on or off campus, and you meet our eligibility requirements described in the next section, you can get a Social Security Number.

To apply for an SSN, visit our Request a Social Security number for the first-time page at www.ssa.gov/number-card/request-numberfirst-time

You will need to:

- Start the application online.
- Complete the application, by visiting your local Social Security office or Card Center with your documentation within 45 calendar days.

You may be eligible to self-schedule an appointment online before you visit your local Social Security office or Card Center.

You need to bring with you to the Social Security Office:

- F-1 Form I-20.
- Passport/Visa
- Offer of employment from employer. *(See page 2)*
- Letter from designated school official.

U.S. Social Security Administration Office is located at:

4207 Boulder Ridge Rd
Bismarck, ND 58503

Employer Letter for SSN

Dear Employer:

The Social Security Administration requires that students with F-1 visas present proof of employment to the Social Security Officer at the time that the student applies for a social security card. This proof should be in the form of a letter from the student's employer and is provided in addition to the eligibility verification requested from the BSC Designated School Official (DSO).

Please assist your student employee by providing them with a letter on department letterhead that includes the following information:

- Name of F-1 student
- Nature of student's job (e.g., wait staff, library aide, research assistant, etc.)
- Start date
- Number of hours per week
 - **(F-1 student on-campus employment cannot exceed 20 hours per week during fall & spring semester.)**
- Employer contact information
- Employer Identification Number (EIN)
- Employer Telephone number
- Student's Immediate Supervisor
- Employer Signature (original signatures only, SSA does not accept electronic signatures)
- Signatory's Title
- Date

The student should then submit the completed letter to the BSC Admissions Office to request the additional eligibility verification for the application process. Upon receipt of your letter, our Designated School Official will then issue an authorization letter for the F-1 student in active status. The student must then present both DSO and offer of employment letters to the Social Security Office.

Should you have any additional questions, please feel free to contact your BSC DSO or Admissions Office.

Thank you for your attention to this matter.

Sincerely,

BSC Admissions Office
701-224-5429
bsc.admissions@bismarckstate.edu