

Kansas State University
Division of Human Resources

Requirements For Issuing Social Security Numbers for Foreign Nationals

Per the Social Security Administration (SSA), foreign residents must meet certain requirements in order to qualify for a Social Security Number. The specific requirements vary depending on each individual's Immigration status.

All applicants must meet the following requirements:

- An application for a Social Security Card (SS-5) must be completed.
- Evidence of Age must be established.
- Proof of Identity and alien status must be verified.

To establish age, an original document **issued at least one year ago** that establishes age (i.e. birth certificate, passport, USCIS record etc.) must be submitted with the Application for a Social Security Card (SS-5). To meet the requirement for proof of identity and alien status **students with a status of F1 or J1 must present the original documents listed below:**

Students with a status of **F1:**

- Passport
- Current I-94
- I-20 from an accredited School

Students with a status of **J1:**

- Passport
- Current I-94
- DS-2019

F1 and J1 students must also submit evidence of full-time attendance and authorization to work, as well as provide evidence of secured or promised employment. To meet these requirements the following document will be accepted by the Social Security Administration.

- [Verification of Employment for Social Security form](#)

The "hiring department" completes the top portion of this form and prints out on department letterhead. Next the student submits the form to the "**International Student Center**" for completion of the bottom portion of the form. NOTE: The top portion of the form must be dated within 30 days of SSN application.

Individuals with J1 status and a DS-2019 category of "Student" and whose sponsor is other than Kansas State University, must also submit an employment authorization letter from the J-1 program sponsor. The letter should contain the organization's letterhead and the signature and title of the authorizer. For all other categories listed on the DS-2019 employment is presumed and no additional evidence is needed.

- Generally a SSN card will be received within 30 days, but it could take up to 90 days.
- Individuals with a status of F2 do not have USCIS work authorization and therefore cannot be assigned a SSN.

For additional information contact one of the following:

Social Security Administration
1121 Hudson Ave, Manhattan, KS 66503
785-539-4681

International Student Center
Kansas State University
532-6448

Division of Human Resources
103 Edwards, Kansas State University
532-6277