Kansas State University
Division of Human Resources

Requirements for Issuing Social Security Numbers for Foreign Nationals

Beginning in the spring of 2013 new electronic I-94s began to be issued. Because of electronic I-94s, it is no longer necessary for foreign national students and scholars to wait the 10 business days to apply for a Social Security Number. Students and J-1 Scholars must first check in with International Student and Scholar Services (ISSS) at KSU. It will take ISSS up to 5 business days to register them in the Student and Exchange Visitor Information System (SEVIS). Only after being registered in SEVIS can students/scholars apply for a Social Security Number. Those in H-1B status can apply within 24 hours of entering the U.S.

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
- Update local address with appropriate postal center

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 original documents listed below:**

Students with a status of **F1**	Students with a status of **J1:**
- Passport	- Passport
- Current I-94	- Current I-94
- I-20 from an accredited School	- 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
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> 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 and Scholar Services"** 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.

- To ensure proper delivery of SS card, local addresses must be up to date with the postal center. Individuals must complete a Manhattan Post Office blue card (for an off campus address) or a KSU Central Mail gold card (on campus addresses in Jardine & Claflin apartments) and put in their mail boxes so that the postman knows who to leave mail for at that address. If this has not been done delivery of the social security card could be delayed
- Generally a SSN card will be received within 30 days, but it could take up to 90 days.
- F2 Visa holders do not have USCIS work authorization: therefore cannot be assigned a SSN.

For additional information contact one of the following:

Social Security Administration, 1121 Hudson Ave., Manhattan, KS 66503   1-877-840-5741
International Student and Scholar Services, Kansas State University   785-532-6448
Division of Human Resources, 103 Edwards, Kansas State University   785-532-6277