

APPLYING FOR A SOCIAL SECURITY NUMBER

How do I get a Social Security Number (SSN)?

The only way to get an SSN is to have a job.

There is **no exception** to this regulation.

On-Campus Jobs:

International nonimmigrant students who are in lawful F-1 status are eligible under Department of Homeland Security (DHS) regulations to work **on-campus** *up to* 20 hours per week. Under Park University policy, to gain eligibility for an on-campus job students must have been awarded, and accepted, one of two types of 'awards':

- **Work-Study** (undergraduate students only)
 - The Park University Student Financial Services Office is responsible for the initial and continued awarding of college work-study funds to eligible students.
 - To apply for work-study funds, undergraduate students must complete all necessary forms with the Office of Student Employment in the Student Financial Services Office.
 - All questions regarding the process or documents required to apply for work-study should be directed to Student Employment at (816)584-6388 or (816)584-6298.
- **Graduate Assistantship** (graduate students only)
 - To apply for a Graduate Assistantship, graduate students must electronically submit an application packet to the School of Graduate and Professional Studies via email.
 - Application packets are due early in the spring semester for awards for the ***following*** Academic Year.
 - Graduate assistantship appointments begin approximately May 15 each year; appointments are made by the Dean of the School of Graduate and Professional Studies.
 - Full information and the link to the ***Assistantship Application Form*** are available on the Park University website at www.park.edu/academics/school-of-graduate-and-professional-studies/graduate-assistantships.html.

Off-Campus Internships:

International nonimmigrant students who are in lawful F-1 status, have been enrolled in full-time academic study for at least one year, and have found an internship/training opportunity that is an integral part of the established curriculum of their program of study and/or is directly related to the major area of study (degree program) may apply for **Curricular Practical Training (CPT)** authorization.

- Please see OIS's handout of **Curricular Practical Training (CPT) Information** for eligibility and CPT authorization application requirements.

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- If you have found a job/internship – on-campus or off-campus – you should request a ***Job Offer Letter*** from your future employer. This Job Offer Letter **must** be on the **official letterhead** of the company/organization you will be working for. The letter must include:
 - Your Job Title (this may be a specific job title, or may simply be Work Study, Graduate Assistant, or Intern)
 - If the job is on-campus, the name of the office/department you will be working in
 - How many hours per week you will be working (no more than 20)
 - The desired start date of your employment/internship
 - Your supervisor's name and phone number
- Complete and submit an ***OIS Request Form*** for a **Verification of Full-Time Enrollment** letter and a **Social Security Number** letter
 - You will need to attach a copy of your ***Job Offer Letter*** to your ***OIS Request Form***
 - **You will receive an email from OIS when your letter is ready to be picked-up**

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➤ Items you will need to take with you to the Social Security Administration (SSA):

1. **Application for a Social Security Card** (Form SS-5) completed in blue or black ink
 - a. Available online at www.ssa.gov/online/ss-5.pdf
2. **Verification of Full-Time Enrollment** and **Social Security Number** letters from Park University
3. **Job Offer Letter** from your employer
4. I-20
 - a. If you will be working in an internship through CPT, you must take your **CPT I-20** showing your CPT authorization on page 2
 - ❖ (Please see the **Curricular Practical Training (CPT) Information** for eligibility and CPT authorization application requirements.)
5. Passport
6. Visa
7. I-94 Admission Record
8. Proof of Residence
 - a. This can be a utility bill, bank statement, or housing rental contract.
 - b. The purpose of this is to prove you live at the U.S. address you have presented on your application.
 - ❖ This **cannot** be a P.O. Box.

Please note:

- You must present **original** documents; the SSA cannot accept photocopies of documents.
- You will **not** receive your Social Security Card the same day you apply; it will be sent to you in the mail.
 - You are not required to have a Social Security Number before you start work; while you wait for your SSN, your employer can use a letter from the SSA stating that you applied for a number.
- You cannot apply for your Social Security Card until **10** days after your initial arrival in the United States.
- You can find more information on the SSA's website at www.ssa.gov/pubs/EN-05-10181.pdf.

Social Security Office near Park University:

Address: 850 Nebraska Ave.,
Kansas City, KS 66101

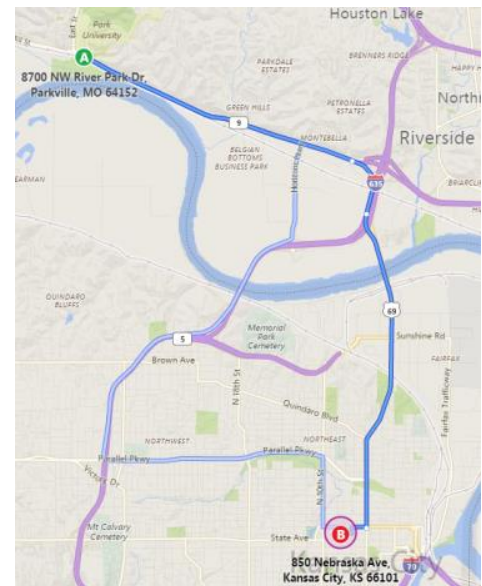
Phone: 1-866-331-2197

Hours: Monday – Tuesday 9:00am – 4:00pm
Wednesday 9:00am – 12:00pm
Thursday – Friday 9:00am – 4:00pm
Saturday – Sunday CLOSED

Directions (7.3 miles/15 min):

1. From the main entrance of Park University, turn **LEFT** onto MO-9.
2. After 3 miles, Take ramp at **RIGHT** for US-69/I-635 South toward Kansas.
3. After 0.7 miles, At exit 10, take ramp **LEFT** and follow signs for US-69 South.
4. After 3.3 miles, Turn **RIGHT** onto Washington Blvd.
5. After 0.2 miles, Turn **LEFT** onto N. 8th St. (Phillips 66 is on the corner).
6. After 358 ft, Turn **RIGHT** onto Nebraska Ave..

Note: The office is located at the corner of Nebraska Ave. and 9th St., one short block North of State St.



Or visit <https://secure.ssa.gov/ICON/main.jsp> to find an SSA close to you.