GUIDELINES TO OBTAIN LETTER FROM DSO
FOR SOCIAL SECURITY NUMBER

Once you have received an offer for on-campus employment it is important that you apply for a social security number and obtain a Social Security Card (SSN). In order to apply for a social security card, on the basis of on-campus employment you must present two items to the social security administration: 1) a letter from JSU Global DSO and 2) documentation from your on-campus employer.

Important: The start date of the employment can be no more than 30 days in the future at the time the SSN application is submitted to SSA.

1. To obtain a letter of support from JSU Global ISSS to apply for a SSN bring the original letter from your on-campus employer that meets the following guidelines:
   - Name of student employee
   - Student job title and job description
   - Employment start date
   - Number of hours the student is expected to work
   - Employer identification number (EIN)
   - Employer contact information, including the telephone number, email address and the name of the F-1 student's immediate supervisor
   - Original signature and signatory's title

2. Take the following information to the Social Security Administration located at 100 E. Capital Street Jackson, MS 39201:
   - original I-20 form
   - original passport with the F-1 student visa stamped
   - the employment confirmation letter from your employer
   - letter from JSU Global Designated School Official