



## **GUIDELINES TO OBTAIN LETTER FROM DSO FOR SOCIAL SECURITY NUMBER**

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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.

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- 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