

Social Security Card Application

F-1 Students

Eligibility:

F-1 students must:

- Be in lawful F-1 status;
- Be pursuing a full course of study at WSU (12 credits for undergrad's; 10 credits for grad's) except for students on full-time CPT or post-completion OPT; and
- Have a job offer on-campus or have valid employment authorization for OPT/CPT.

Procedures:

Step 1 F-1 students applying for SSN on basis of on-campus employment must secure a job at WSU campus and obtain an **Employment Verification Letter** from the direct supervisor on school letterhead.

Students with OPT/CPT must obtain proper employment authorization.

Step 2 Bring an employment verification letter or to the Office of International Students & Scholars (OISS) at Bryan 108.

Complete a **Request for Employment Eligibility Letter** form to request a letter from OISS. OISS will contact you when a letter is ready. Allow one week to process your request.

Step 4 Once you obtain a letter from OISS and have all other required documents ready (see below), submit your application to a Social Security Administration representative in person.

Lewiston Social Security Office

1617 19th Avenue
Lewiston, ID 83501



(208) 746-2995

Required Documents for a Social Security Card Application:

- Valid passport (original)
- I-94 card (original)
- F-1 visa stamp (or F-1 Change of Status approval notice)
- Current WSU I-20 (original)
- Photocopy of all above documents
- Completed Social Security Card Application Form
- Employment Eligibility Letter from OISS
- Employment Verification (one of the following)
 - Employment Verification Letter from on-campus employer;
 - Employment Authorization Document (EAD) for OPT granted by Immigration Services; or
 - CPT authorization (page 3 of SEVIS I-20) granted by OISS

■ ■ ■

Office of International Students & Scholars • Bryan Hall 108 • Washington State University • Pullman, WA 99164-5110
Phone: (509) 335-4508 • Fax: (509) 335-2373 • E-mail: iss@wsu.edu • Web: www.ip.wsu.edu/iss/iss.htm