

## Social Security Number for International J-1 Students

Only J-1 students with employment are eligible for a Social Security Number. To be eligible for employment, J-1 students must submit proof of full-time registration and good academic standing. All employment during J-1 status must be authorized prior to beginning employment. To obtain authorization you must submit a request in advance to your Student Immigration Specialist.

If authorized, you may work on campus a total of 20 hours per week while school is in session and full-time during official school breaks and vacation periods, including summer vacations.

### Conditions

- The student must maintain full-time enrollment at the University of Kentucky while employed.
- Except during official school breaks and the student's annual vacation, the student's employment may total no more than 20 hours per week, and he or she must continue to engage in a full course of study while employed.
- This approval will be withdrawn automatically if the student's program is terminated.
- The Responsible or Alternate Responsible Officer must approve the specific employment in advance.

### Types of Student Employment:

- **Type 1:** Student employment pursuant to the terms of a scholarship, fellowship, or assistantship.
- **Type 2:** Student employment on the premises of the University of Kentucky.
- **Type 3:** Student Employment off campus, necessary because of serious, urgent, and unforeseen economic circumstances which have arisen since the student acquired exchange visitor status.

### Process

- Step 1.** To obtain on-campus work authorization, students must submit the Student Work Authorization e-form in **iCAT**. Students who do not have a Social Security Number should follow instructions below to apply for the SSN after receiving employment authorization.
- Step 2.** When your letter is ready, you will receive an approval email with instructions
- Step 3.** Collect either a recent UK Payroll Earning/Deduction OR An employment letter from your supervisor which includes:
- Name of student employee
  - Description of the employment
  - Anticipated or actual employment start date no more than 30 days in the future at the time of application for an SSN
  - Number of hours the student is expected to work
  - Employer identity number (EIN)
  - Employer contact information, including the telephone number and the name of the F1 student's immediate supervisor
  - Verification of the employment status (i.e. student has been hired)
  - Original signature with signatory's title and date
- Step 4.** Bring your completed forms to the Social Security Administration to the address listed below. You will need to bring the following documents with you (Please see NOTE below regarding

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suspended face-to-face service—call Social Security at the below phone number to make arrangements for your SS card).

- Letter from ISSS
- A recent UK payroll earning/deduction or employment letter from your supervisor
- Passport
- Original I-20
- **Copy of I-94** or print out form
- *Copy* of I-20
- *Copy* of Passport photo/bio page
- *Copy* of Passport visa page
- Completed “Application for Social Security Card” (Form SS-5), which can be obtained from [www.ssa.gov](http://www.ssa.gov). If you do not have one completed beforehand, you can also get a blank form at the SSA office and fill it out there.

### Contact Information

**Phone:** 1-866-530-7754 or 1-800-772-1213

**Address:** Suite 110, 2241 Buena Vista Rd., Lexington, Kentucky 40505

**NOTE:** On Tuesday, March 17, 2020, Social Security suspended face-to-face service to the public in our field offices and hearings offices nationwide until further notice. However, we are still able to provide critical services via phone, fax and online. **We are OPEN to receive your calls.**

\*\*Be sure that your mailbox is labeled with your name. The mail service cannot deliver your social security card unless your mailbox is labeled.\*\*

### Tips for Completing the *Application for a Social Security Card*

(Form SS-5)

Citizenship – check “Legal Alien Allowed to Work”

Mailing Address = Your Residence in Lexington

The U.S. Post Office will not forward Social Security Cards or deliver them to you at another person's address. Do not use c/o addresses!

If you do not have residence in Lexington yet, it is best to wait to apply for a card when you have one.

#### **What to do once you have your SSN card?**

After receiving the SSN, you must take your SSN card to Human Resources located in Scovell Hall.

### Safe Guarding Your Number

Once you have your social security number, please keep it in a safe place. Do not share your SSN over the phone with individuals you do not know or through e-mail. To learn more about identity theft please visit the [Federal Trade Commission](http://www.ftc.gov).