

To apply for a U.S. Social Security Number, an international student will need to wait at least two weeks from the date you entered the U.S. and come to the Office of International Student & Scholar Services (OISSS), along with completed "International Student Information" section on the second page of this form and a job offer letter. For your reference, we provide a Social Security Hiring Letter [Template](#) for you. (go to [https://www.tamuk.edu/academicaffairssupport/oisss/\\_files/SSA-Hiring-Letter-Template.doc](https://www.tamuk.edu/academicaffairssupport/oisss/_files/SSA-Hiring-Letter-Template.doc) to get a copy of the template). Please allow OISSS at least 48 hours for processing and pick-up

How to apply:

1. Students will need to complete an online application on the [website](#).

(The SS-5 application form can be viewed at: <http://www.ssa.gov/online/ss-5.pdf>.)

2. At the end of the online application you will be able to choose the location of the Social Security Office and schedule an appointment. The two options are the Social Security Offices in Alice and Corpus Christi.

The nearest Social Security Office is located at 1000 Medical Center Boulevard, Alice, TX 78332. They can be reached at 1-888-388-8744 or visit [www.ssa.gov](http://www.ssa.gov) for the most up to date business hours.

The Social Security Office in Corpus Christi office located at 3801 S Port Ave, Corpus Christi, TX 78415 and can be reached at 866-613-2859.

3. You will need to take the following documents with you to your scheduled appointment:

1. Passport
2. Printout of [Form I-94](#). You may retrieve this at: <https://i94.cbp.dhs.gov/I94/#/home>.
3. Original Form I-20 or DS-2019
4. Complete and signed Employment Verification Letter (the 2<sup>nd</sup> page of this form) (A sponsoring letter is [not required](#) if you are a J-1 Professor or Research Scholar)
5. Employment letter

An F-1 student must maintain a valid nonimmigrant status. In addition, an F-1 student can work for at most 20 hours per week while school is in session and can work full-time only during official school breaks..

For more information, you may visit the following links:

Social Security Administration: <https://www.ssa.gov/>

International Students and Social Security Numbers: <https://www.ssa.gov/pubs/EN-05-10181.pdf>

International Student Information:

Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_  
Country of Citizenship: \_\_\_\_\_  
SEVIS ID No.: \_\_\_\_\_  
TAMUK KID No: \_\_\_\_\_

This is to certify that the above-named individual is an F-1/J-1 student/scholar attending Texas A&M University-Kingsville and is registered as a full-time student/scholar for this semester. As an F-1/J-1 international student/scholar, the individual is therefore, eligible to work on our campus. This letter is to support the individual's application for a U.S. Social Security number. We appreciate your favorable decision on the application.

The student/scholar is working in or has been offered, general on-campus employment, in \_\_\_\_\_ (name of hiring department or office). The Nature of employment is \_\_\_\_\_ (cashier, research assistant).

If you have any additional questions, please feel free to contact Texas A&M University-Kingsville, Office of International Student & Scholar Services at (361) 593-3317.

Sincerely yours,

Signature of OISSS advisor: \_\_\_\_\_ Date: \_\_\_\_\_

<input type="checkbox"/>	Shama Ali, PDSO Director, OISSS	<input type="checkbox"/>	Jessica SAAVEDRA, DSO International Student Advisor II
<input type="checkbox"/>	Veronica DE LEON, DSO Senior International Student Advisor II	<input type="checkbox"/>	Samantha Hernandez, DSO International Student Advisor I