

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> to get a copy of the template). Please allow OISSS at least 48 hours for processing and pick-up

The nearest Social Security Office is located at 1000 Medical Center Boulevard, Alice, TX 78332. Please call 1-888-388-8744 or visit www.ssa.gov for the most up to date business hours. If Alice office is not open, you may wish to contact the Corpus Christi office at 866-613-2859. You will need to bring the following documents with you.

1. Passport
2. [Form I-94](#) or go to <https://i94.cbp.dhs.gov/I94/#/home>.
3. Form I-20 or DS-2019
4. Complete and signed Employment Verification Letter (the 2nd page of this form) (A sponsoring letter is [not required](#) if you are a J-1 Professor or Research Scholar)
5. Employment letter
6. Complete Form SS5, which can be downloaded at <http://www.ssa.gov/online/ss-5.pdf>.

An F-1 student must maintain a valid nonimmigrant status and the employment must be "incident to your 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.

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"/>	Peter B. Li, 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