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 contacts 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  (208) 746-2995
Lewiston, ID 83501

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

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