

## Social Security Numbers (F-1 & J-1 Students)

You **ONLY** need to apply for a Social Security Number if:

- You are applying for permission for on-campus employment  
or
- You are applying for permission for practical training  
or
- You have been offered a graduate assistantship or fellowship

Call the Office of International Programs (464-5333) and make an appointment with an international advisor. Bring the following items to the appointment:

1. Your original DS-2019 or I-20.
2. Your valid passport and I-94 card.
3. Your on-campus employment letter. (attached)
4. A completed Social Security Card application form (attached).

You will be given a special letter to take with your Social Security Card application form, passport and I-94 card, and DS-2019 or I-20 to:

Social Security Office:  
3810 Calumet Avenue  
Valparaiso, IN 46383

9 AM-4 PM – Monday thru Friday

You will be notified by email when your card arrives in the OIP. You must then come to OUR office to complete your employment paperwork before you may begin working. Once completed, you are responsible for taking this paperwork to the Human Resources Office in Kretzmann Hall.