

INSTRUCTIONS FOR OBTAINING A SOCIAL SECURITY CARD

You may obtain a social security card authorization letter from our office by following the instructions below:

1. You must be **enrolled** full-time according to the F1 or J1 visa regulations.
2. You must have a valid I-20 and I-94 card that is stamped with the F1 or J1 visa. J1's will have a DS-2019 and not an I-20.
3. You must have a valid passport.
4. You must have an official letter from the department hiring you on office letterhead with departmental signature giving authority of your work for the department. This letter must be in a sealed envelope to accompany the letter the International Programs and Services Office (IPSO) gives you to take to the Social Security Office.

Requesting the letter:

1. You may request the letter by e-mailing sfbrando@mtsu.edu or leave a written request in our office. The office you are going to work for needs to send Sandy an e-mail giving her your name, visa type and date the department or office wants you to start working for them.

Processing will take three working days. You will be receiving an envelope addressed to the Social Security Office here in Murfreesboro. You should **never open** this envelope. It is to be taken to the Social Security Office along with all your immigration documents and passport (I-20 and I-94 or DS-2019 and I-94) along with the official letter from the department hiring you which should not be opened.

Who does not qualify:

1. Student's who are changing visas to F1 or J1. If the approval from Immigration Naturalization Service has not been received in our office, a letter will not be issued.
2. Student's on different visas other than F1 or J1.

Do NOT go to the Social Security Office without going through this process. They will not issue a card to you without the above information.