

# SOCIAL SECURITY NUMBER

## APPLICATION GUIDE



## FILL OUT APPLICATION USE BLUE INK!

# 1

### MAILING ADDRESS:

C/O STOETZNER, GVSU  
1 CAMPUS DRIVE, 130 LOH  
ALLENDALE, MI, 49401

### CITIZENSHIP:

"LEGAL ALIEN ALLOWED  
TO WORK"

IF PARENTS DON'T HAVE  
U.S.A. SSN, LEAVE BLANK

## COLLECT REQUIRED DOCUMENTS

# 2

### ORIGINALS:

- PASSPORT
- VISA
- I-20 OR DS-2019
- PIC LETTER
- JOB OFFER LETTER

### COPIES:

- PASSPORT
- VISA
- I-20 OR DS-2019
- I-94 PRINTED FROM:  
[I94.CBP.DHS.GOV/I94/](http://I94.CBP.DHS.GOV/I94/)

## SUBMIT APPLICATION

# 3

TAKE COMPLETED APPLICATION AND DOCUMENTS LISTED IN  
STEP 2 TO THE SOCIAL SECURITY OFFICE IN-PERSON

### SOCIAL SECURITY OFFICE:

3045 KNAPP ST NE  
GRAND RAPIDS, MI, 49525  
1-800-772-1213  
616-363-4128

### HOURS:

MO/TU/TH/FR: 9AM-4PM  
WE: 9AM - 12PM  
CLOSED SAT & SUN

YOU CAN EXPECT YOUR SSN CARD TO ARRIVE TO PIC WITHIN 2-3 WEEKS. WE WILL EMAIL YOU WHEN WE RECEIVE YOUR CARD.