

SOCIAL SECURITY NUMBER



INTERNATIONAL
STUDENT SERVICES

ONLINE APPLICATION GUIDE

FILL OUT ONLINE APPLICATION

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- Fill out online SSN application using this [link](#)
- Mailing Address: 1 Campus Drive, 130 LOH, Allendale, MI, 49401
- Citizenship Question: check Legal Citizen Allowed to Work

BRING DOCUMENTS TO SOCIAL SECURITY OFFICE

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- Bring the following to the Social Security office within 45 days of filling out the online application:
 - I-94 (printed copy from this [link](#))
 - Letter of Employment
 - Original Passport with Visa
 - Confirmation of online application
 - I-20 or DS-2019 (printed)

SOCIAL SECURITY OFFICE INFO.

- **Address:** 3045 Knapp St. NE, Grand Rapids, MI 49525
- **Phone:** 1-877-319-5710
- **Hours:** Monday - Friday: 9:00 AM - 4:00 PM, Saturday & Sunday: Closed

SSN CARDS TAKE ABOUT 2-3 WEEKS TO PROCESS. IF YOU USED OUR OFFICE'S MAILING ADDRESS, WE WILL EMAIL YOU ONCE WE RECEIVE YOUR CARD.

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FREQUENTLY ASKED QUESTIONS

HOW LONG IS THE PROCESS?

THE PROCESS CAN BE AS SHORT AS 10 DAYS OR AS LONG AS 8 WEEKS. IT DEPENDS ON IF YOUR ARRIVAL RECORD FROM IMMIGRATION HAS BEEN INPUTTED BY THE TIME YOU APPLY FOR THE SSN.

I RECEIVED THE CARD, NOW WHAT?

1. PLEASE VISIT GVSU STUDENT EMPLOYMENT (105 STUDENT SERVICES BUILDING) WITH YOUR SSA RECEIPT AND IMMIGRATION DOCUMENTS
2. YOU WILL BE ABLE TO BEGIN WORKING AFTER YOU HAVE APPLIED FOR A NUMBER AND RECEIVED PERMISSION FROM GVSU'S STUDENT EMPLOYMENT OFFICE
3. MEMORIZE YOUR NUMBER. PROTECT IT FROM STRANGERS AND THOSE WHO WOULD DO YOU HARM. DO NOT CARRY IT WITH YOU.

SSA SAYS THAT GVSU HAS TO VERIFY MY STATUS, WHAT DOES THAT MEAN?

GVSU DOES VERIFY THAT YOU HAVE REPORTED PROPERLY TO THE SCHOOL. IF YOU HAVE SUBMITTED YOUR PASSPORT, I94, COPIES OF OTHER IMMIGRATION DOCUMENTS, AS WELL AS COMPLETED GVSU'S REQUIRED FORMS, WE SHOULD HAVE THAT VALIDATION COMPLETED WITHIN 3 BUSINESS DAYS. IF YOU HAVE MORE QUESTIONS ABOUT THIS, CONTACT KATE (STOETZNK@GVSU.EDU)