

Social Security Number Application Instructions

Eligibility

In order for F-1 and J-1 students/scholars currently enrolled or working at Duke to be eligible to apply for a Social Security number (SSN):

- You must register with the Duke Visa Services Office BEFORE submitting your SSN application. While you can apply 30 days before the start date of your I-20, if you have not registered with DVS before submitting your SSN application, the application will be rejected or delayed. You should wait at least **10 days** after submitting your paperwork to our office to give us time to update your SEVIS file and for the information to appear in the Social Security Administration (SSA) database. If we have the information confirming that you have an assistantship at the time of registration, we will issue the required letters for the SSN.
- You must receive a written offer from a Duke University or Duke Hospital department or office.
- If you receive an assistantship or on-campus employment after registering with our office, follow the steps below.

Please note that F-2 dependents cannot work in the U.S. and are not eligible for social security numbers.

If your I-20 (F-1 students) or DS-2019 (J-1 students/scholars) was issued by another school or organization (IIE, LASPAU, Fulbright, etc), we cannot issue a Social Security number letter to you. Contact your school or organization for assistance.

Step 1: What documentation should I present to Duke Visa Services (DVS) in order to receive the information I need to request a Social Security number?

F-1 student with an Assistantship	F-1 student with On-campus employment	J-1 student/scholar with On-campus employment or assistantship
<ul style="list-style-type: none"> • I-20, • Passport identity page expiration date • I-94 • Assistantship letter 	<ul style="list-style-type: none"> • I-20 • Passport identity page and expiration date • I-94 • On campus employment letter 	<ul style="list-style-type: none"> • DS-2019 • Passport identity page expiration date • I-94 • Assistantship letter or employment letter
Confirm that your hiring department sent you an email with instructions on how to complete section 1 of the Form I-9. Follow the instructions and complete section 1 of the I-9.	Confirm that your hiring department sent you an email with instructions on how to complete section 1 of the Form I-9. Follow the instructions and complete section 1 of the I-9.	Confirm that your hiring department sent you an email with instructions on how to complete section 1 of the Form I-9. Follow the instructions and complete section 1 of the I-9.

Step 2: Bring the listed information to the Duke Visa Services Office at Smith Warehouse, Bay 7, 1st Floor. After the Duke Visa Services Advisor completes Section II of the I-9, the Advisor will:

F-1 student with Assistantship	F-1 student with On-campus employment	J-1 student/scholar with On- campus employment or assistantship
DVS will give you a memo from the DSO confirming you are in F-1 status and a draft letter you should present to your hiring department's payroll representative so s/he can issue a letter on department letterhead confirming your assistantship.	DVS will give you a memo from the DSO with 2 sections. The first section confirms you are in F-1 status. The second section must be completed by the hiring department.	DVS will give you a memo from the DSO confirming you are eligible to work on campus. (COVID-19 SSA procedures require that J-1 students and scholars show employment letters with the DVS memo.)

Step 3

Look at **Step 2** and select the instructions that apply to you. After you return to the department and receive the appropriate letter or have the appropriate form completed by the department's payroll representative, you **MUST** go to the Social Security Administration Office and request the Social Security Number.