

Social Security Administration

<http://www.ssa.gov/>

www.ssa.gov/immigration/#students

It is recommended that you wait 10 full days from the day you entered the U.S. before applying.

An international student in F-1 or J-1 status is **only** eligible for a Social Security Number (SSN) if the student either is employed or has an offer of employment. Actively seeking employment does not qualify the student for the SSN.

If you have a job on campus:

Provide the Ivanhoe International Center with the department letter. If the department needs help with this letter, please have them contact us.

Apply for the social security number. See list of documents below that you must take with you.

Once you have submitted your application, you will receive a receipt. Take this to Human Resources in the O’Harra Building. When you receive your Social Security card, take the card to Human Resources.

Remember: *The Black Hills Development Center is not an on-campus entity. You must have special work authorization to work here*

If you work for Aramark Services:

Provide the Ivanhoe International Center with the Aramark offer letter.

Apply for the social security number. See list of documents below that you must take with you.

Once you have submitted your application, you will receive a receipt. Take the receipt to the Aramark Business office in the Surbeck Center. When you receive your Social Security card, take the card to the Aramark Business office.

Documents you must provide to the Social Security Office:

- I-20
- Passport and visa
- Most recent I-94
- Department letter on letterhead
- Ivanhoe International Center letter on letterhead
- Social Security application form

US Social Security Administration in Rapid City

Rushmore Mall

1-866-964-7416

Hours:

Monday, Tuesday, Thursday, Friday: 09:00 AM - 04:00 PM;

Wednesday: 09:00 AM - 12:00 PM;

Saturday and Sunday: CLOSED