What is required to apply for a Social Security Number

The following items will be required for you to be issued a Social Security Number (which is required to work on-campus):

* Letter of Employment from Payroll
  which Jason Porte &/or Jo Cooper have to sign.

* Passport

* Original I-94 & I-20
  It must have a USCIS stamp in the upper right hand corner
  (Possibly the Notice of Action also – only if applicable)

* A completed Social Security Application - Found at the SSA Office
  #3 – Check “Legal alien allowed to work”
  # 8 B. & 9 B. - Don’t be concerned about adding the social security numbers for your parents

Please have these required items all completed properly and in order. The Social Security Office is located at:

3045 Knapp ST. NE (Knapp’s Corner)
Grand Rapids, MI 49525
Ph – 1-877-322-5883

If you have all the above and you get a hard time – ask for the supervisor - Mr. John Sullivan.

MAKE SURE YOU GET A RECEIPT for submitting an application. You may begin working with the receipt; otherwise you must wait for the actual number to be assigned.