

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.**