Virginia Military Institute
Office of International Programs

Instructions for Applying for a Social Security Number (SSN) For Visa Classifications F-1 and J-1

• F-1 Visa Classification

Required Documents (SSA requires at least two (2) documents that establish work-authorized lawful alien stats, birth date and identity. The documents shown below are required to establish work-authorized alien status and may also establish age or identity.)

1. F-1 On-Campus (Includes: Living Stipends of Fellowships & Assistantships)

- I-20
- Your birth certificate (if you have it with you in the U.S.)
- Passport, visa stamp, and Form I-94 Arrival/Departure Record
- On-Campus Work Authorization Letter

Note: You may initiate the process for obtaining this letter by downloading the template from http://www.vmi.edu/ip/SSNLetter.pdf, completing all required portions except those requiring an Office of International Programs Advisor, and then meeting with the Advisor.

2. F-1 Optional Practical Training (OPT)

- Current I-20, endorsed for OPT
- Employment Authorization Document (EAD)
- Passport, visa stamp, and Form I-94 Arrival/Departure Record

• J-1 Visa Classifications

Required Documents

1. All J-1 International Visitor Programs

- DS-2019
- Passport, visa stamp, and Form I-94 Arrival/Departure Record
- Sponsor's letter authorizing employment/verifying status as full-time student
- US address

Social Security Office Locations

(NOTE: For internationals in F-1 or J-1 visa classifications, please wait 10 days after initial entry to the US before applying for a social Security number or replacement card in order to allow time for the school/sponsor to update your record in the Department of Homeland Security's SEVIS database. The information in SEVIS is used to verify your nonimmigrant student status while in the U.S.)

Roanoke Social Security Office:	**Staunton Social Security Office:**
• 116 N JEFFERSON STREET • ROANOKE , VA 24016	• GRNBRIER OFF PK BLDG 2 • 1600 N COALTER ST • STAUNTON , VA 24401
Office Phone: • (800) 772-1213 • (540) 857-2190 • TTY: (800) 325-0778	**Office Phone:** • (800) 772-1213 • (540) 885-8959 • TTY: (540) 885-8051
Office Hours: • MONDAY - FRIDAY:09:00 AM - 04:00 PM	**Office Hours:** • MONDAY - FRIDAY:09:00 AM - 04:00 PM
Directions to our office: • N JEFFERSON STREET ACROSS FROM HOTEL ROANOKE CONFERENCE CENTER AT THE CORNER OF WELLS AND JEFFERSON	**Directions to our office:** • ON N COALTER ST NORTH 0F LEE HS AND OPPOSITE STAUNTON AUGUSTA RESCUE SQUAD