

## J-1 Social Security Number Support Letter Request

A Social Security Number (SSN) is a nine-digit number that helps record wages and employment earnings. SSNs are issued by the Social Security Administration (SSA). Federal regulations require that J-1 students, scholars, professors, and specialists demonstrate they have employment placement and the right to obtain a SSN. A letter of support indicating you have a valid J-1 visa status with The George Washington University is required for the application to SSA for a SSN.

### Eligibility

You may apply for the support letter at the ISO if:

- You have checked-in with the ISO to get your J-1 SEVIS record validated
- You have either enrolled in a full course of study (students) or will begin your J-1 program within two weeks
- You have *bona fide* employment and a verification letter from your employer

*Note: A social security number IS NOT work authorization nor does it guarantee employment*

Complete the section below and return this form to the ISO with required supporting documentation, including:

- A copy of your employment letter (or award letter) on the employer’s letterhead including the following information:
  - Position title and start date
  - Number of hours you will work per week
  - Location of the employer
- A PDF scan of:
  - DS-2019
  - Passport and visa
  - Recent I-94
  - Proof of valid accident and sickness insurance

### J-1 Exchange Visitor Information

*(to be completed by the J-1 Exchange Visitor)*

<b>First/Given Name</b>	<b>Last/Family Name</b>
<b>SEVIS Number</b> N _____	<b>Email Address</b>

After receiving a support letter from the ISO, you will need to schedule an appointment with the nearest SSA office and prepare the required application documentation. You may apply at any SSA office, however the closest SSA office to GW Foggy Bottom Campus is: 1300 D Street, SW in Washington DC.

The SSA requires original documents (not scans) establishing, age, identity, and lawful immigration status. To apply, you will need:

- DS-2019 Certificate of Eligibility
- Passport with your U.S. J-1 visa
- Recent I-94
- ISO support letter
- Employment letter (or award letter)
- Completed [form SS-5](#)

If you have questions regarding this form, please contact Annie Hill or Ashley Koerner at [iso@gwu.edu](mailto:iso@gwu.edu).