Requirements

You must be an F-1 or J-1 international student maintaining status.

- You must be registered full-time (12 Undergraduates, 9 Graduates/Doctorates) and maintain a minimum GPA of 2.0
- or have an approved OPT
- You must have secured a job.

STEPS TO FOLLOW:

1. Obtain a job offer letter from your Supervisor stating hours and position.
2. Request a Social Security referral letter from the SEVIS Office.
3. If you live outside of Cobb County, please visit your local Social Security office. Please visit www.ssa.gov for more information.

You must take the following to the Social Security Office:

1. Job offer letter from Supervisor
2. SSN referral letter from SEVIS Office
3. Passport/Visa
4. I-94 info (https://i94.cbp.dhs.gov/)
5. I-20 or DS-2019

Where to Go

For Cobb County residents you must go to the following location:

Social Security Administration
1415 Franklin Rd. S.E.
Marietta, GA 30067
1-800-772-1213
Open M-F 8am-3pm

You should receive your card within 8-30 business days after the date of filing. If you have not received your card within the time frame you should contact the Social Security office where you filed your application. Your SSN card will be mailed to your home address.

You may not begin work until you receive your Social Security Card.

Remember AFTER YOU RECEIVE YOUR SS CARD:

1) If working on campus, you must submit your SS# to the HR (Human Resources) Department located at Kennesaw State and the I-20 authorization label. You will also need to fill out paperwork for the HR Dept at the KSU main campus and attend a work orientation.
(If you work off campus, submit the card to your HR department at your jobsite)

WARNING:

If you are assigned a Social Security number, you may only use it for work authorized by INS (EAD Card) or the Designated School Official (DSO) for on-campus employment, Optional Practical Training (OPT), or Curricular Practical Training (CPT) purposes.