

Social Security Administration Office

Information for International Students

**8530 Kingston Pike
Knoxville, TN 37919**

(From UT: 8.6 mi – about 14 mins by car)

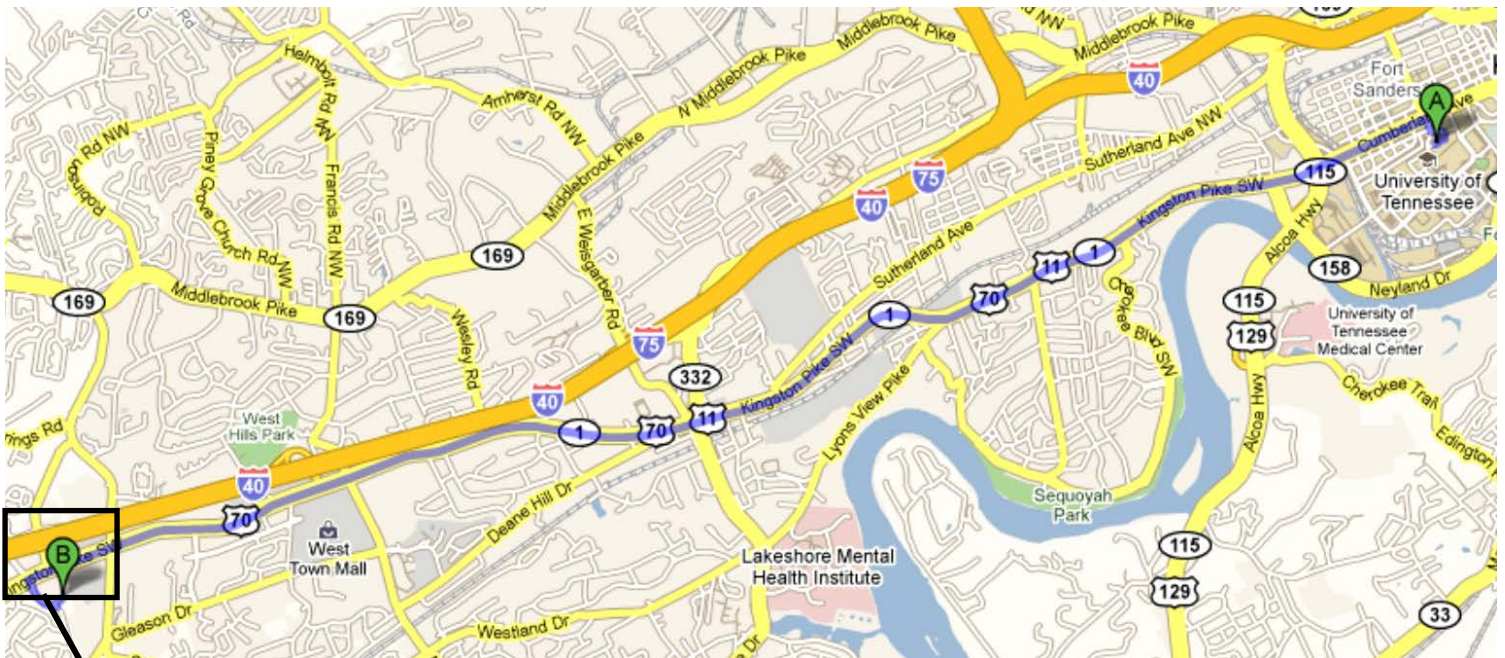
**Monday—Friday
9:00 AM to 4:00 PM
(866) 331-9091**

The Social Security Office can be reached by KAT bus service that is available from Cumberland Avenue (next to UT campus) via **bus route 11**.

As you travel away from campus on Cumberland Avenue (which becomes Kingston Pike going west), the Social Security Office will be on the left side of the road, close to the intersection of Kingston and Walker Springs Road.

The Jim Cogdill Dodge dealership is nearby and a Shoney's restaurant is located across the street. Unfortunately, this is a busy intersection. Anyone arriving by bus will have to walk across the street to get to the Social Security Administration building. If you have a friend or co-worker willing to drive you there by car, that would be a safer alternative.

We recommend waiting 10 days after arrival in the U.S. before applying for a social security number.



You will need to bring:

- Valid passport
- I-94 departure/arrival printout (<http://www.cbp.gov/i94>)
- I-20 or DS-2019 form
- Departmental employment verification letter (F-1 students only)
- Social security letter from CIE

*Note: Cell phones are not allowed in the social security administration building

Applying for a Social Security Number and Obtaining Permission for On-Campus Employment

F-1 and J-1 students are eligible to work on campus up to a maximum of 20 hours per week during the Fall and Spring semesters (including graduate assistantships). During the summer and official school breaks, full time employment is permissible.

If you are planning to work on campus, you must obtain written permission from CIE before your employment begins.

- Your file at CIE must be *completed and updated* (with a *current local* address) before you are eligible to apply for a Social Security number (SSN) or On-campus employment.
- If you need to obtain an SSN, you need to follow the *Social Security Number* instructions AND the *On-Campus Employment* instructions.
- If you already have an SSN, you only need to follow the On-Campus Employment instructions.

Social Security Number

F-1 Students

Submit the following to CIE:

1. An *Employment Verification Memorandum* from your employer. Obtain a sample on our website under "Forms."
2. A class schedule for the current semester.

CIE will issue a Social Security letter and place a "work permission" stamp on your I-20, along with returning the employment verification letter to you.

J-1 Students with employment

Submit the following to CIE:

1. An *Employment Verification Memorandum* from your employer. Obtain a sample on our website under "Forms."
2. A class schedule for the current semester.

CIE will issue a Social Security letter and place a "work permission" stamp on your DS-2019, along with returning the employment verification letter to you.

J-1 Students without employment

Submit the following to CIE:

1. A *Letter Request Form* to request a Social Security Letter, which can be found on our website under "Forms."
2. A class schedule for the current semester.

See other side for directions to the Social Security Administration Building.

On-Campus Employment

F-1 Students

- If you are a transfer student from a U.S. institution, your SEVIS transfer process must be completed *before* you can obtain work permission.
- Your I-20 must reflect your assistantship. If it does not, you must also submit a GA Financial Verification form, found on our website under "Forms."
- Bring to CIE your I-20, a current class schedule, your valid passport and I-94.
- You need to request a "work permission stamp" from CIE.
- CIE will place a "work permission stamp" on your I-20.
- Be certain that you have a complete immigration file.

J-1 Students

- Be certain that you have a complete immigration file.
- See Dave Lawson, one of the advisors in our office, and bring your DS-2019, a current class schedule, your valid passport and I-94.

If you do not have a social security number, you will need to get one for employment purposes.