



## Office of International Programs

Phone: 810-762-9869

Email: [international@kettering.edu](mailto:international@kettering.edu)

### HOW TO APPLY FOR A SOCIAL SECURITY CARD

As an international student at Kettering University your studies will include practical training through the Cooperative Education program. In order to be paid by your co-op or internship employer you will need to obtain a Social Security Number from the United States government. This number is assigned to individuals for tax purposes and is often used by other national, state and local government agencies (such as the Secretary of State in Michigan for obtaining a driver's license) to identify you.

In order to obtain a Social Security number you will need to fill out the attached application and take it, along with the items on the following checklist, to the Social Security Office. When filling out your application please read all the instructions and make sure you understand how to complete the application.

If you arrive in the country during the 30 day grace period before the beginning of your program, you **WILL NOT** be eligible to apply for a Social Security Number until after the program start date on your DS-2019 or I-20. Also, you will need to wait two weeks after arriving in the country to apply for your Social Security Number, while your immigration status is being updated.

### CHECKLIST

- Completed Form SS-5 (Social Security Card application)
- Passport with Original I-94
- Original DS-2019 or I-20
- Social Security Request Letter from Office of International Programs

-or-

Copy of the letter from your Co-op or Internship employer offering you employment

### DIRECTIONS TO SOCIAL SECURITY OFFICE

#### Address:

1149 Robert T Longway

Flint, MI 48503

#### Telephone:

(810) 239-5608 or 1-800-772-1213

#### Hours:

Monday-Friday 9 AM-4 PM

Closed on Federal Holidays

#### Directions from Campus Center:

- Take Chevrolet Avenue to Dupont Street, turn right
- Dupont Street to Flushing, turn right
- Continue on Flushing (it will turn into W. 5<sup>th</sup> Avenue and then Robert T Longway)
- Once you pass the University of Michigan, Flint, the Social Security Office will be on the right, across from the Holiday Inn

