

The College for Creative Studies  
Policy for International Students

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## Applying for a Social Security Number

To apply for a Social Security Number (SSN), you must first have a job offer. Among other things, SSNs are required for tax-reporting purposes. If you have accepted a job, and will receive taxable income, then you will have to obtain a SSN.

Applications for SSNs are made through the Social Security Administration (SSA). To apply, you must present the following documents at the SSA:

1. I-20 or DS-2019
2. Passport
3. I-94
  - I-94s can be downloaded and printed online:  
<https://i94.cbp.dhs.gov/I94/consent.html?jsessionid=zVg9XZLTkJPN7SCJTg3ZyLbHLTxJJmGy7LyXRSySyWJ9GVkTDIRL1122191775>.
4. Offer letter from employer (as proof of employment)
5. The completed Social Security Card Application form (SS-5)
  - The SS-5 form is available online
6. ISSO verification letter to support SSN application

You must make an appointment with the ISSO so that your verification letter can be prepared ahead of your visit. In order to prepare your verification letter, the ISSO will require a copy of your job offer letter.

The most convenient SSA office location for CCS students is in the McNamara Federal Building:

McNamara Building  
Room 450  
477 Michigan Ave  
Detroit, MI 48226

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