

HOW TO REQUEST A STATUS VERIFICATION LETTER FOR SSN

If you have found employment and need to apply for a Social Security Number, you may request a Status Verification Letter for SSN. The Status Verification Letter for SSN is available to Marshall University students and scholars in valid F-1 or J-1 status.

- If you are a newly arrived student, please be sure to check-in with the Office of International Student Services before requesting a letter.
- If you are a currently enrolled student, please be sure that you are meeting all registration requirements prior to requesting a letter.
- If you have graduated and are applying for OPT, you may now request a SSN by completing Form I-765, Application for Employment Authorization, and a separate application to the Social Security Administration is not necessary.

To request a Status Verification Letter for SSN, please submit a form online at:

<https://www.marshall.edu/iss/social-security-number/>



Processing times for Status Verification Letters for SSN is 2-3 business days. You will receive email notification to your Marshall University email account once the letter is prepared. If you do not receive notification in a timely manner, please contact the Office of International Student Services at iss@marshall.edu. You may choose to have the letter scanned and emailed to your Marshall University email account. The Social Security Office accepts the Status Verification Letter for SSN in this format.

For additional information about applying for a Social Security Number, please see the SSN Information handout.