
Social Security Instructions for J-1 Students

Only students with **employment** are eligible for a Social Security Number.

Bring the following to 214 Bradley Hall:

1. Completed *J-1 Student Employment Authorization* form to be signed by the Responsible Officer or Alternate Responsible Officer
2. Unofficial transcript from myUK
3. Copy of job offer letter

Documents to present to Social Security officer:

- *J-1 Student Employment Authorization* form
- Passport
- DS-2019
- I-94
- Copy of I-94 (front and back)
- Copy of DS-2019
- Copy of Passport photo/bio page
- Copy of Passport visa page

NOTE: After receiving your SSN, show it to the person in your department who is responsible for entering your payroll information.

Social Security Office Information

Address: 2260 Executive Drive, Lexington, Kentucky

Hours: 9:00 a.m. to 4:00 p.m. - Monday through Friday (closed on federal holidays)

Phone: 294-5633 or 1-800-772-1213

Note: You must wait at least 10 days from your entry to the U.S. before applying for a SSN.

CITY BUS: Go to the LEXTRAN Transit Center on 220 Vine Street in downtown Lexington. Take Bus Route #10. Ask the driver to let you off at the Social Security Office. It is an approximate 10 to 15 minute bus ride from the Transit Center to the Social Security Office on Executive Drive. The Driver will turn left onto Executive Drive and let you off directly in front of the Social Security Office (Building #2260). The Social Security Office is on the same side of the street as the bus stop.

For the return trip, go to the bus stop across the street from the Social Security Office. There is a blue sign with a white bus to help mark the bus pick-up location.

Visit www.lextran.com for more information regarding route times and cost.