



WVHEPC J-1 Exchange Visitor Program

APPLYING FOR A UNITED STATES SOCIAL SECURITY NUMBER

In order for a J-1 exchange visitor to apply for a Social Security Number you must do the following:

1. You must appear in person at the local Social Security Administration Office with passport, visa, I-94 card and Certificate of Eligibility (DS-2019) if applicable.
2. Bring the appropriate letter from your HEPC host institution regarding your employment status.
3. Complete Form SS-5 Application for a Social Security Card.

The local Social Security Offices for HPEC member schools include:

500 Quarrier St.
Suite 300
Charleston, WV 25301

Clarksburg Federal Center
320 W. Pike St.
Clarksburg, WV 26301

3014 E. Cumberland Road
Bluefield, WV 24701

9039 Middletown Mall
Fairmont, WV 26554

123 16th. St.
Wheeling, WV 26003

14 Compass Pt.
Martinsburg, WV 25404

NOTE: It will take 10-14 days to receive the Social Security Card in the mail. You are permitted to begin working once you have applied for the SSN.