All student employees of Alcorn State University must have a valid Social Security Number (SSN).

You can be hired by Alcorn State University and begin working without one, but IMMEDIATELY after you are hired, you must apply for a Social Security number from the Social Security Administration (SSA).

Here’s how!

- International students must have the Supervisor of their hiring department provide verification of General On-Campus Employment on official letterhead to obtain a SSN.

- General On-Campus Employment verification must be presented to the appropriate Designated School Officials (DSO), as identified below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katangelia Tenner</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>Belinda Smith</td>
<td>Graduate Students</td>
</tr>
</tbody>
</table>

- Complete a Social Security Administration Application (SS-5).
- Present the SSN application in person at a Social Security Administration Office, along with documentation of age and identity.

International students must present all of the following original documents in person to the Social Security Administration Office when applying for a SSN:
Completed SSN Application Form (SS-5)
- Valid Passport
- Visa
- Printout of current I-94 arrival/departure record
- Valid Form I-20 or DS-2019
- Proof of employment and work authorization (General On-Campus Employment Letterhead)

**According to the Social Security Administration, it generally takes 2-4 weeks to receive a Social Security card.**

The nearest Social Security Administration Office is located at 4155 Clay St #132, Vicksburg, MS 39183 | 1-(800) 772-1213 | [https://www.ssa.gov/](https://www.ssa.gov/)

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**OBTAINING A DRIVER LICENSE**

Non-US Citizens attempting to obtain a Mississippi Driver License or Identification Card must be verified through SAVE (Systematic Alien Verification for Entitlements). Listed below are documents needed to obtain a Driver License or Identification Card:

- Passport
- Visa
- Permanent Resident Card
- Work Authorization Card
- Birth Certificate
- Social Security Card
- Two proof of Domicile
- Citizenship Documents


**Local Driver License Offices**

<table>
<thead>
<tr>
<th>Driver License Bureau</th>
<th>Address</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natchez</td>
<td>724 US-61, Natchez, MS 39120</td>
<td><a href="https://www.driverservicebureau.dps.ms.gov">https://www.driverservicebureau.dps.ms.gov</a></td>
<td>(601) 442-4879</td>
</tr>
<tr>
<td>Vicksburg</td>
<td>1100 Grove St. Suite C Vicksburg, MS 39183</td>
<td><a href="https://driversed.com/dmv/mississippi/">https://driversed.com/dmv/mississippi/</a></td>
<td>(601) 638-5441</td>
</tr>
</tbody>
</table>