



# Alcorn

WHERE KNOWLEDGE AND CHARACTER MATTER

## OBTAINING A SOCIAL SECURITY CARD

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:

De`Martinez` Simmons	Undergraduate Students	(601) 877-6348	drsimmons@alcorn.edu
Zandra Lowe	Graduate Students	(601) 877-6533	zandra@alcorn.edu

- 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.
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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/>

## 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 proofs of Domicile
- ❑ Citizenship Documents

For questions about NON-US citizen status and verifications contact 601-987-1279. [https://www.driverservicebureau.dps.ms.gov/Security/Non\\_US\\_Status\\_Verification](https://www.driverservicebureau.dps.ms.gov/Security/Non_US_Status_Verification)

### Local Driver License Offices

Driver License Bureau	724 US-61, Natchez, MS 39120	<a href="https://www.driverservicebureau.dps.ms.gov" style="color: white;">https://www.driverservicebureau.dps.ms.gov</a>	(601) 442-4879
DPS Driver License Office	1100 Grove St. Suite C Vicksburg, MS 39183	<a href="https://driversed.com/dmv/mississippi/" style="color: white;">https://driversed.com/dmv/mississippi/</a>	(601) 638-5441

