



Obtaining a Social Security Card

Instructions For Obtaining An Authorization To Work Letter

In order to work in the US, you must obtain a Social Security card. To obtain a card, you will need authorization from MTSU, through the Office of International Admissions. Below are the instructions to receive this authorization letter.

1. You must be enrolled full-time according to the F-1 or J-1 visa regulations. Once International Admissions has verified in SEVIS that you are enrolled full-time, you may request an authorization to work letter.
2. International Admissions needs your local address before you can be registered in SEVIS.
3. ISEP Exchange students go through ISEP to get work authorization letters.
4. You need your valid I-20 and I-94 card that is stamped with the F-1 or J-1 visa. J-1 holders will have a DS-2019, not an I-20.
5. Your passport must be valid.
6. You need an official letter from the department hiring you on office letterhead, with departmental signature giving you authority to work for the department. This letter will be in a sealed envelope to accompany the letter International Admissions gives you to take to the Social Security Office.

Requesting the Letter:

You may request the letter by bringing a written request to the International Admissions office, Peck Hall 208, from the department or office that wants to hire you. The office you are going to work for needs to send Randolph Scott an email at Randolph.Scott@mtsu.edu, giving him your name, visa type, and date the department or office wants you to start working for them.

Once International Admissions processes your letter, you will receive an envelope addressed to the Social Security Office here in Murfreesboro. You should never open this envelope. Take this letter to the Social Security Office, along with all your immigration documents (I-20 or DS-2019, and I-94) and passport, and the official letter from the hiring department.

Important Notice:

The Social Security Office will not issue a card to you without the above information.

The Murfreesboro Social Security Office is located at:

2836 St. Patrick Ct
Murfreesboro, TN 37128