You will need to obtain a Social Security Number within 6 weeks of finding a job on campus at Andrews University.

To obtain your Social Security Number, please follow these steps:

1. Visit the Employment Office on the second floor of the Administration Building and receive an

2. Bring the Employment Letter to the Office of International Student Services and Programs on the third floor of the Administration Building (AD 307) for a

3. Make sure that you have a   (i.e., NOT an emailed I-20 with electronic signatures). You will need to bring both the double-signed Employment Letter and your current I-20 with ink signatures when