

J-1 Social Security Card Sign-up Days

Thursday, June 8th & Monday, June 26th

Ephraim Village Hall, 9996 Water Street, Ephraim.

New arrivals may apply WITHOUT having to wait 10 days

ALL 1st TIME J-1 VISA EMPLOYEES ARE ENCOURAGED TO APPLY!

We are pleased to announce that Representatives from the Social Security Administration will again return to Door County to accept applications from J-1 Visa Students enrolled in the Summer Work & Travel program this summer.

SIGN-UP WILL BE DONE BY APPOINTMENT ONLY.

Prior to June 12th, please email Yvonne Torres at: yvonne@doorcounty.com

After June 11th, e-mail Phil Berndt at: phil@doorcounty.com with the following information:

Your Name

Your Business Name

Your Phone Number

Preferred Date: 8th or 26th

Morning or Afternoon

Number of Students

Space is limited and Appointments will be scheduled in the order received via email.

Note: Please review the following list with each student to keep things moving along for everyone.



WHAT EACH STUDENT(S) NEEDS TO KNOW:

- **HERE TO HELP:** The representatives coming up from the Green Bay Social Security Office are very friendly and knowledgeable. Please do not hesitate to ask questions. They will be here to help and look forward to making this a **stress-free process** for you!
- **NEW ARRIVALS WELCOME** - if you just arrived or haven't started work yet, **you can still apply** for your card at our Sign-up Day without having to wait. The SSA staff will enter your application into the system after your 10-day waiting period has passed.
- **CHECK IN WITH YOUR SPONSOR** - if you haven't already, check in immediately. (VERY IMPORTANT)
- **COMPLETE & SIGN YOUR SS-5 CARD APPLICATION** Found online at: <http://i.mp/sscard>
 - If possible, complete the form online before printing it out. Penmanship varies from country to country and using a keyboard will help insure your information will be entered into the system correctly.
 - **Lines 9B & 10B:** LEAVE BLANK. You DO NOT need to enter a social security numbers for your parents - leave those boxes blank but the rest of the form needs to be completed and signed.
 - **Line 15:** Enter your Employer's Daytime Phone Number in case the SSA has a question about your application.
 - **Line 16:** Enter your Employer's Mailing Address. In Door County the street address is rarely the mailing address - although it can be. Your employer may have a PO Box or an alternate mailing address that should be used. The SSA will mail your SS Card to your employer using the United States Postal Service. If the mailing address is wrong, it cannot be forwarded!

WHEN YOU GO TO YOUR APPOINTMENT

- **BRING YOUR ORIGINAL DOCUMENTS** for the representatives to review and return.
 - **Passport**
 - **DS-2019 - Certificate of Eligibility for Exchange Visitor (J-1) Status** " [PDF example](#)
 - **Completed SS-5 - Application for Social Security Card** [PDF Form](#)
- **BRING PHOTOCOPIES** of the following pages to leave with your completed SS-5 Application.
 - **Passport** - Copy page with your **Photo**; page with your **Detailed Information**; and the **Admission Stamp**.
 - **DS-2019** – Copy the front side of your signed DS-2019

(See page 2)

WHAT YOU, AS AN EMPLOYER, CAN DO TO HELP!

REVIEW & VERIFY

- If at all possible, we highly encourage you to have each student **complete their SS-5 form online** before printing it out.
- While review each applicant's completed Social Security Card Application (SS-5), please make sure...
 - YOUR Daytime Phone Number is entered on *Line 15 for questions*, and
 - YOUR Mailing Address is listed correctly on line 16 to receive the newly issued card. *The card needs to be mailed to the employer and many students will presume that the street address is also the mailing address. If it is not, please make sure the correct address is entered as the USPS is not allowed to forward cards.*
- Verify they have their Passport and DS-2019 form in hand, along with photocopies of each to leave with their SS-5 application. (See below)
- Have them arrive at the Village Hall a few minutes before their scheduled appointment. Click [HERE](#) to get an estimated travel time from Google Maps!

PHOTOCOPIES

In order to make this outreach program possible, it is the responsibility of each employer to make sure each student has photocopies of the following documents to leave with their completed application ([SS-5 form](#)).

- **Passport**
 - *Copy the page with their Passport Photo and opposing page of details.*
 - *If details are not on page across from photo, please copy detail page separately.*
 - Copy the page with the most recent Admission Stamp (see example on the right)
- **DS-2019 Form**
 - Copy the front page of the Certificate of Eligibility of Exchange Visitor (J-1) Status with original signature.



WHAT TO BRING TO THE APPOINTMENT

Students need to bring ORIGINALS and provide PHOTOCOPIES of the following documents:

- **Passport** - *Copy of Photo and facing page of Information, and Admission Stamp.*
- **DS-2019** - *Certificate of Eligibility for Exchange Visitor (J-1) Status" [PDF example](#)*
- **Completed SS-5** - *Application for Social Security Card [PDF Form](#)*



This program is but one example of the support and services made possible through the generous and continuous support of our dues paying members to strengthen our business community. Thank You!

Visit www.doorcounty.com/membership/ to learn more about the benefits of becoming a DCVB Industry Partner!