

### **Process to Obtain**

# Social Security Number (SSN), Hawaii Driver's License or State Identification Card

# **Social Security Number (SSN)**

The Social Security Administration (SSA) will issue the <u>SSN to international students</u> who are eligible to work and who have an employment offer and legal presence verification from ISS. No fee applies. SSA recommends that F-1/J-1 students apply for a SSN after they have been in U.S. for 10 days and no earlier than 3 days after SEVIS record has been **activated** by ISS. Additionally, the SSA cannot process your application if your on-campus employment or Curricular Practical Training (CPT) begins more than 30 days from your application date; or the employment start date on your Employment Authorization Document (EAD) is a future date.

1. Obtain On- or Off-campus employment verification letter(s) issued by an employer and ISS. SSN Template available at:

www.hawaii.edu/issmanoa/pages/home/forms.php

2. Go to the SSA office:

RM. 1-114 FED BLDG, 300 ALA MOANA BLVD Mon, Tue, Thurs, Fri 8:30am - 3:30pm Wed 8:30am - 11:30am Sat, Sun Closed Closed on Federal holidays General information: (800) 722-1213

Website: https://www.ssa.gov/ssnumber/

- 3. Present the following documents:
  - a. Valid Passport
  - b. Original I-20 form (for F-1) OR DS-2019 form (for J-1/J-2)
  - c. I-94 printout from: <a href="https://i94.cbp.dhs.gov/">https://i94.cbp.dhs.gov/</a>
  - d. Completed and signed, On or Off-Campus Employment Verification letter(s) issued by employer and ISS (see item #1 above) OR I-20 form endorsed for CPT, OR EAD card issued by USCIS
  - e. Completed SSN application: <a href="mailto:ssa.gov/online/ss-5.pdf">ssa.gov/online/ss-5.pdf</a>

Upon application for a SS card, a receipt will be issued. Usually, the card will be mailed in approximately 10 business days.

Contact the ISS for assistance if you have submitted your SSN application but do not receive your SSN within 4 weeks.

# Hawaii Driver's License or State ID

A Hawaii driver's license or State ID card can be issued to international students based on eligibility for the benefit AND documentation of identity and legal presence. Fees apply. SEVIS record must be **activated** by ISS.

#### Driver's License and State ID standard documentation:

- 1) Obtain a SSN:
  - If not eligible for a SSN, go to the SSA to request for a "not-eligible verification letter" to be issued to you.
- 2) Go to Kapalama Hale, 925 Dilingham Boulevard. Mon-Fri 8am-4pm for:
- \*Driver License Road Test \*Driver License Renewals
- \*State Identification

This facility features AlohaQ push-notification queuing system to reduce wait time. Visit <a href="www.AlohaQ.org">www.AlohaQ.org</a>

- 3) Present the following documents:
  - a. Valid Passport
  - b. Original I-20 (for F-1/F-2 ) OR DS-2019 (for J-1/J-2 )
  - c. I-94 printout from: https://i94.cbp.dhs.gov/
  - d. Proofs of your Hawaii residential address (2 documents, i.e., utility bills or current bank statement listing your name and address, etc.)
- 4) For a more information, application forms, fees and list of acceptable documents see the below links:

  State ID:

http://www.honolulu.gov/csd/stateid.html Driver's License:

http://www.honolulu.gov/csd/dllicense.html

**Driver's License Testing:** Written and road testing is required for a first time Hawaii driver's license.

General information: (808) 532-7730. Road Test information: (808) 768-9127

Renewals of a Driver's license or State ID are dependent upon submitting proof of continued legal presence. Contact the ISS for assistance if you believe you have been incorrectly rejected.

#### **Bus Instructions from University of Hawaii Campus**

**TO SSA:** Board the #4 Nuuanu Dowsett bus at the intersection of University Ave. and Metcalf St. Get off at the intersection of Queen St. and Mililani St. Walk makai (toward the ocean) on Punchbowl St. until you get to the Prince Kuhio Federal Building.

(All persons are screened upon entry to the federal building.)

**TO Driver's License/State ID:** Board the Express A Waipahu bus at Sinclair Circle (by Sinclair Library). Get off at the intersection of N. King St. and Liliha St. and walk south on N. King St. toward Dilingham Blvd. Turn right onto Dilingham Blvd. Kapalama Hale is on your left.