

J-1 Social Security Card Sign-up Days

June 14th & 28th (Tuesdays)

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.

e-mail Phil Berndt at: phil@doorcounty.com with the following information:

Your Name

Your Business Name

Your Phone Number

Preferred Date (14th and/or 28th)

Number of Students

New This Year: If you are bringing 2 to 4 students in on the same day, the SSA representatives will be able to review them together at the same time - IF you promise to make sure each student has their documents; you have reviewed their application for accuracy and made sure their copies are in order (see below).

Appointments will be scheduled in the order received via email.



WHAT YOUR STUDENT(S) NEEDS TO KNOW:

- **HERE TO HELP:** The representatives coming up from the Green Bay Social Security Office are very friendly and looking 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. (VERY IMPORTANT)
- **COMPLETE & SIGN YOUR SS-5 CARD APPLICATION**
 - If possible, completing the form online before printing it out will help insure the accuracy of your application.
 - **Lines 9B & 10B:** You DO NOT need to enter 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 to receive your card in the mail. Please ask them for the

(See page 2)

WHAT YOU CAN DO - TO SPEED UP THE PROCESS!

REVIEW & VERIFY

- Take a moment to carefully review each applicant's completed Social Security Card Application (SS-5) and please make sure YOUR Daytime Phone Number (Line 15) and Mailing Address (Line 16) are listed correctly. *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

The SSA is required to review original documents at the time of application but, as the Village Hall does not have a photocopier, each student will need to provide photocopies of the following documents to leave with their completed application ([SS-5 form](#)).

- **Passport**
 - Copy the page with their Passport Photo and the facing page of information.
 - Copy the page with the most recent Admission Stamp (see example on the right)
- **DS-2019 Form**
 - Certificate of Eligibility of Exchange Visitor (J-1) Status with original signature.

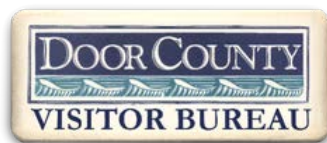


(A huge Thank You to everyone who followed through with this request last year. The misunderstanding that prevented the representatives from accepting your copies at that time has been cleared up and we have been reassured they will be accepted this year - as long as the Original Documents can be reviewed at the time of application.)

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](#)



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Your support can also put your printed brochures or rack cards in front of the 60,000+ visitors who come through our Door County Welcome Center each season – looking for businesses like yours to visit during their stay - and much, much more!