

## **Driver's License Instructions**

If you have a social security card, skip Step I and go to Step II. Otherwise, please begin with Step I.

### **I. Apply for an ineligibility letter if you are not eligible for a social security number**

Gather all the documents below and apply for an ineligibility letter from the US Social Security Office in Mayfield, KY. You need to apply in person.

1. Passport
2. I-20 form
3. I-94 form
4. Proof of your residence/address in Murray, KY (dated less than 30 days ago)
  - If you live on campus, email the Housing Office to request a letter from the Housing Office as proof of your residence
  - If you live off campus, you can use your latest utility bill with your address on it.

You will be issued a letter on the spot. When you are asked about your mailing address, please use the address below:

169 Blackburn Science Building  
Murray State University  
Murray, KY 42071

*The address of the Social Security Office is as follows:*

*US Social Security Administration  
Social Security Office  
1526 Cuba Road  
Mayfield, KY 42066  
Phone: (800) 772-1213*

### **II. Gather required documents for your driver's license application**

With the letter you received from the Social Security Office, gather the documents below:

1. Completed and signed *Non-U.S. Citizen Application for a Driver's License*. You can pick up a copy in Dr. Weihong Gao's office
2. Proof of your residence in Murray, KY—Refer to #4 above
3. Your passport
4. Your I-94
5. All the I-20s you have had, including the most recent one
6. Your social security card if you have one OR the ineligibility letter that you received from the Social Security Office indicating that you are not eligible for a social security CARD.
7. *Non-U.S. Citizen Driver's Licensing & Personal Identification Application* form completed and signed by your advisor—Bring all your documents and see Dr. Weihong Gao
8. Application fee
9. Optional (not required)—If you have a driver's license from your home country and you want to include it in your application for a Kentucky driver's license, you'll need to have

someone translate it into English if your driver's license is in a different language. You and the translator will need to appear before a notary public for the translation to be notarized. Your bank in Murray usually has a notary public, and you may have your document notarized there free of charge.

### **III. Go to the Division of Driver Licensing in Paducah, KY**

When you have all the documents mentioned above, you'll need to go to the Division of Driver Licensing in Paducah, and the address is as follows:

Division of Driver Licensing  
2855 Jackson Street, Hipp Building, Suite C  
Paducah, KY 42003  
Phone: 270-575-7035

If everything looks good, you'll receive a letter with instructions on what you need to do next. Please follow the instructions in the process. If you have any questions, see Dr. Gao.