

If you are an international student in F-1 or J-1 status, the Social Security Administration (SSA) will only issue a Social Security Number (SSN) to you for purposes of employment. The SSA will not issue a SSN in order for you to open a bank account, rent an apartment, apply for a driver's license or sign up for service.

Step 1: Obtain employment/ Written Offer

- In order to apply for an SSN, you must be first offered a job.
- **On-campus employment:** please have your hiring department write an offer letter: The letter must be on letterhead and include the student's name, position being offered, and general description of the job duties, the anticipated or actual start date, number of hours per week, the Employer Identification Number, the immediate supervisor's name, title, and phone number.
- **Off-campus employment requires pre-authorization from ISS. Please see website for details about OPT and CPT:** You must get a letter from the employer offering you employment. The letter must be on letterhead and must include the student's name, position being offered, and general description of the job duties, the anticipated or actual start date, number of hours per week, the Employer Identification Number, the immediate supervisor's name, title, and phone number.

Step 2: Obtain Permission from the ISS office for On-Campus Employment

- You must first check-in with the International Center to have your SEVIS record activated **before** applying for a SSN.
- Submit the Certificate of Status Letter request **and** the letter from your hiring department to the ISS office. The ISS student advisor will issue an SSN Letter.

Step 3: Documents Needed to Apply for a Social Security Number

- The Social Security Administration Office requires that you bring the following **ORIGINAL** documents listed below by employment type to apply. You cannot apply for an SSN more than 30 days before the employment start date.
- All applicants must complete the Social Security Number Application Form (SS-5) in order to apply for an SSN. You can find this form here: <https://www.ssa.gov/forms/ss-5.pdf>

F-1 On-Campus Employment	F-1 on OPT	F-1 on CPT
<input type="checkbox"/> Passport <input type="checkbox"/> Visa Stamp <input type="checkbox"/> I-94 Document <input type="checkbox"/> I-20/DS-2019 <input type="checkbox"/> Offer letter from department <input type="checkbox"/> ISS letter	<input type="checkbox"/> Passport <input type="checkbox"/> Visa Stamp <input type="checkbox"/> I-94 Document <input type="checkbox"/> I-20 <input type="checkbox"/> EAD Card <input type="checkbox"/> <i>If applicable:</i> Job offer letter	<input type="checkbox"/> Passport <input type="checkbox"/> Visa Stamp <input type="checkbox"/> I-94 Document <input type="checkbox"/> I-20 (with CPT approval on pg. 3) <i>*Do Not apply for a SSN more than 30 days before your CPT start date</i>

Step 4: Visiting the Social Security Office

- The closest Social Security Administration offices and office hours are below.

Long Beach 2005 Long Beach Blvd. Long Beach, CA 90806	Lakewood 4957 Paramount Blvd. Lakewood, CA 90712	Office Hours: Monday: 9am- 4pm Tuesday: 9am- 4pm Wednesday: 9am- 12pm Thursday: 9am- 4pm Friday: 9am-4pm	Phone Number: 1-800-772-1213 Website: www.ssa.gov
Torrance 22600 Crenshaw Blvd. Torrance, CA 90505	Anaheim 900 S. Harbor Blvd. Anaheim, CA 92805		

IMPORTANT: Processing time for a SSN is a minimum of 30-45 days. You will receive your Social Security card in the mail. To protect your identity, keep your Social Security card in a safe location. Never provide your SSN to an unidentified person over the phone or email.