HOW TO APPLY FOR A SOCIAL SECURITY NUMBER (SSN)
WHAT IS A SOCIAL SECURITY NUMBER (SSN)?

Social Security Number is a taxpayer identification number

Must have a SSN to work in the U.S., including non-immigrants (F-1 & J-1 visa holders)

Social Security Number is unique to each individual and you will keep for life.

Social Security Number is NOT a work Permit!
HOW TO BE ELIGIBLE TO APPLY FOR A SSN?

Student must have a job offer!

QUALIFYING JOB OFFERS:

- **New students** must wait at least 5 days after completing their Required International Check-in documents AND must meet the requirements for "Continuing students," below:

- **Continuing students** can apply no more than 30 days before:
  - F-1 On-campus employment start date on the offer letter
  - F-1 Curricular Practical Training (CPT) start date on their I-20
  - J-1 On-campus employment start date on the J-1 On-Campus Authorization Form
ELIGIBILITY REQUIREMENTS FOR ON AND OFF CAMPUS EMPLOYMENT

• Student must be in GOOD ACADEMIC STANDING
  • Being on probation disqualifies students from participating in any employment!
• Must be a currently enrolled student at CSUDH
• Must receive a job offer letter from hiring department or Human Resources
The Job Offer letter must contain the following items and information:

- Printed on letterhead/stationery
- Student’s Complete Name
- Job Title
- General description of the job duties
- Anticipated or actual start date
- Number of work hours per week
- Employer Identification Number
- Immediate supervisor’s name, title, & phone number
- Supervisor or Human Resources Signature
WHAT TO DO AFTER YOU RECEIVE A JOB OFFER

CONTACT THE INTERNATIONAL STUDENT SERVICES (ISS) OFFICE TO DISCUSS THE NEXT STEPS:

SEND ISS YOUR JOB OFFER LETTER (ISS@CSUDH.EDU)

ISS will confirm your employment eligibility!

To apply for SSN you MUST obtain a SSN Support Letter from the ISS Office

Upon receiving SSN Support Letter, prepare application materials to apply for SSN

Go to Social Security Administration Office to apply for SSN

Wait to receive SSN card in the mail
Documents required to take to the Social Security Administration Office:

- Job Offer Letter (from Hiring department)
- ISS SSN Support Letter
- Passport ID
- F-1/ J-1 Visa Stamp
- I-94 Document ([Download Most Recent I-94](https://www.ssa.gov/forms/))
- I-20/DS-2019
- Social Security Application Form SS-5: [https://www.ssa.gov/forms/](https://www.ssa.gov/forms/)
Social Security Administration Offices are not located on-campus

- Social Security Administration offices are open Monday through Friday (except observed holidays).
- No appointment needed.
- To find your nearest social security office, check the office locator by adding your zip code:
  https://secure.ssa.gov/ICON/main.jsp#officeResults
SSN is a unique ID, it is often the target of “identity theft”. Therefore, you should be very careful about where and to whom you give your SSN.

- Never carry your Social Security card or number with you. Keep it at home in a secure place.
- Only give your SSN to someone who has a specific and legitimate need for it.
- Be very careful with any forms, applications or other materials that may have your SSN on them.
- Never give your SSN to someone who phones you. You should initiate the call or meet in person.
- Never reply to email or web sites that request an SSN.