Getting a Social Security Number
STUDENTS ON AN F-1 VISA &
J-1 RESEARCHERS, SHORT-TERM SCHOLARS, AND PROFESSORS

Social Security cards are used for various identification purposes on campus and in the community. A U.S. Social Security number (SSN) must be obtained in order for you to start your new job (and get paid), get a driver license, and qualify for a credit card. You may only apply for a SSN ten (10) business days after your arrival in the U.S. and after checking with International Student & Scholar Services to confirm that you have been activated on the SEVIS system.

STUDENTS ON AN F-1 VISA

1. Obtain a Work Authorization Letter from International Student & Scholar Services:
   *Note: The earliest you can apply is 30 days before the start of the semester.
   a. Register full-time for classes (12 undergraduate credits or 9 graduate credits).
   b. Bring your original I-20 to International Student & Scholar Services, 410 Union.
   c. Fill out a Green Letter Request Form.
   d. Pick up your Work Authorization Letter and I-20 after receiving an e-mail from International Student & Scholar Services.

2. Obtain an Offer Letter:
   F-1 must provide evidence of employment or a promise of employment before the Social Security Office will assign an SSN. You need to get an offer letter from your employer or future employer that describes your job, employment start date, number of hours and your supervisor’s name and telephone number. Note that new regulations from the Social Security Administration now state that International Students may not apply for the SSN earlier than 30 days from the employment start date on the offer letter.

3. Apply for a Social Security Card:
   a. Complete an Application for a Social Security Card (Form SS-5). You can download the form at www.socialsecurity.gov/online/ss-5.html or find it at the Social Security Office.
   b. Bring the following to the Social Security Office:
      • Form SS-5
      • Work Authorization Letter
      • Offer Letter
      • Original I-20
      • Passport
      • I-94

J-1 RESEARCHERS, SHORT-TERM SCHOLARS, AND PROFESSORS

1. Complete an Application for a Social Security Card (Form SS-5). You can download the form at www.socialsecurity.gov/online/ss-5.html or find it at the Social Security Office.

2. Bring the following to the Social Security Office:
   • Form SS-5
   • Original DS-2019
   • Passport
   • I-94

After you apply, you will receive a receipt by mail. Your Social Security card usually arrives about 10 days later. However, it may take 4-8 weeks for you to receive your card, since all cards are issued centrally from Baltimore. For more information, refer to www.socialsecurity.gov.

PLEASE CONTINUE TO THE NEXT PAGE FOR MAP AND ADDRESS OF THE SOCIAL SECURITY OFFICE
Address: 175 East 400 South, Suite 500 (see “A” on map)
Phone: 1-866-857-5275
Hours: Monday, Tuesday, Thursday, Friday 9:00 am to 3:00 pm
       Wednesday 9:00 am to 12:00 pm

Note: The Social Security Administration DOES NOT validate parking and parking rates at the City Centre/Chamber of Commerce Building (where Social Security Administration is located) are VERY expensive. Consider taking Trax to Library Station.