

How to Apply for a Social Security Number

A Social Security Number (SSN) is a tax identification number required to report earned income. International students are eligible for a SSN only if you are earning income through employment.

STEP 1

In order to apply for a SSN, international students must submit the following to the International Students Office:

- Original letter of employment or offer letter with the following information:
 - Employee's (Student's) Full Name
 - Employer Name, Address and EIN
 - Supervisor Name and Contact Information
 - Job Title and brief description
 - Dates of Employment
 - Number of hours per week (must not be more than 20 hours during the semester)
- If the employment is off-campus, student must also submit the following:
 - I-20 with CPT authorization OR copy of EAD card showing OPT approval

STEP 2

The International Student Advisor will review your document(s) and provide a SSN eligibility letter, if eligible.

STEP 3

Go to a Social Security Administration Office nearest you. You can find office locations and hours at www.ssa.gov. Click on **Contact Us** at the top of the page and then on the next page, **Find an Office**.

Local Social Security Administration Offices:

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| 601 ALLERTON ST, 2 nd Floor REDWOOD CITY, CA 94063 Open 9am-4pm Mon-Fri 1-800-772-1213 | 800 S. CLAREMONT ST, Ste 101 SAN MATEO, CA 94402 Open 9am-4pm Mon-Fri 1-800-772-1213 | 701 N. Shoreline Blvd, 1st Floor MOUNTAIN VIEW, CA 94043 Open 9am-4pm Mon-Fri 1-800-772-1213 |
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You must bring the following documents when applying for an SSN:

- Passport with F-1 visa
- I-94 record (www.cbp.gov/i94)
- All I-20s
- Employment letter
- SSN eligibility letter from International Students Office
- You may download FORM SS-5 or obtain it at the SSN office: <http://ssa.gov/online/ss-5.pdf>.
- EAD card (if applicable)

After you submit your application, you will be given a receipt of SSN application. Within 2-6 weeks, your SSN card will be sent to you by mail. Make sure you provide a copy to your employer.

Please be aware that once you obtain a SSN, you must submit tax forms for every year of employment by April 15. International Students Office provides information regarding tax obligations in the spring semester.