

How to Apply for a Social Security Number

Guidelines for International Students

Details about procedures for getting a social security number are on the SEVIS website: ice.gov/sevis/students and the Social Security Administration (SSA) website: ssa.gov/ssnumber (F-1 visas go to: socialsecurity.gov/pubs/10181.html; J-1 visas go to: socialsecurity.gov/pubs/10107.html)

You should be in the US more than ten days before going to the SSA office to apply for a social security number so that data from the port-of-entry has a chance to be entered in the SSA computer system. SSA will also verify your status and eligibility to get a social security number by checking information in the SEVIS/SAVE systems, so you must check in with an Immigration Advisor in the Center for International Programs (CIP), to be sure your information is in those systems at least 48 hours prior to going to the SSA office.

Employment **or the written offer of employment** is mandatory for eligibility of a social security number.

The following items are required to apply for a Social Security Number:

- Passport with visa
- A second type of identification (HSU identification card)
- I-94 record - [retrive online](#)
- I-20 or DS-2019
- Copy of On-Campus Employment Authorization Form signed by employer and Center for International Programs.
- On-campus Employment Authorization Letter, created once the Employer Authorization Form is approved.
- SS-5 form. Download the form from: ssa.gov/ssnumber or visit the local Social Security Office (on #3 check "Legal Alien Allowed to Work")

Once you have read and completed the SS-5 and gathered the documents listed above, take them to the local Social Security Office. The local office is located at:

Social Security Administration
3144 Broadway
Eureka, CA 95501

Office hours are 9 a.m. to 4 p.m. Monday - Friday. The local phone number is 445-9610. For general information and services or to schedule an appointment call 800-772-1213 between the hours of 7 a.m. to 7 p.m.

Once the application process is complete you will be given a receipt for a social security number. The actual card will be mailed to you and it could take up to four weeks for the process to be complete.

Please contact the Social Security Administration directly if you have need of a replacement social security card.