

General Information:

F-1 international students who have been granted Curricular Practical Training (CPT) or Optional Practical Training (OPT) authorization and also have a job offer are eligible to apply for a Social Security Number (SSN). Please read the following instructions to ensure a successful SSN application.

Application Procedure:

1. Receive a verbal offer of employment.
2. Receive CPT or OPT employment authorization on your SEVIS I-20 by working with your International Student Advisor (ISA).
3. Apply for a SSN no more than 30 days before the start of your employment.
4. Request an official letter of offer from the employer on the employer's official letterhead with original signature. The official letter of offer must indicate the following:
 - Employer's company full name
 - Employer's address
 - Employer's phone number
 - Employer's tax I.D. number
 - Supervisor and contact information
 - Type of work the student will perform
 - Number of hours the student will work per week
 - Expected dates of Employment
5. Submit a copy of the employment letter to your ISA.
6. Receive a letter from your ISA to support your Social Security Application.
7. Take both letters to the nearest Social Security Administration office and follow their instructions for applying for a SSN. Take the following documents (contact the Social Security Administration office for any additional information):
 - a. Social Security letter from ISA and job offer letter from employer
 - b. Valid Passport
 - c. SEVIS Form I-20
 - d. Form I-94
 - e. Proof of local address (bank document statement, driver's license, utility bill, etc. with local address indicated)
8. You will receive your Social Security Card in the mail in approximately 2 weeks. If the card does arrive within 2 weeks, contact the Social Security Administration for more information.