
How do I apply for a Social Security number?

Please remember that you are not allowed to begin working until you have received your SS number

<http://www.ssa.gov>

In general, only non-citizens who have permission to work from Department of Homeland Security (DHS) can apply for a social security number. To apply for a Social Security number:

- Complete an [Application For A Social Security Card](#) (Form SS-5)
- Show original documents proving your:
 - I-20 and I-94 card (If you are a J-1 or J-2 exchange visitor, you must show us your DS-2019, *Certificate of Eligibility for Exchange Visitor Status*)
 - Valid passport and visa
 - CIIS Student Employment Contract (This information must describe your job, the employment start date the number or hours you'll be working and your supervisor's name and telephone number.)
 - Letter from the International Student Advisor verifying your employment eligibility
- Take your completed application and original documents to your local Social Security office
- You might be able to go back the day after your application is filed to collect your social security number in advance of receiving your social security card in the mail. With this number you can complete the hiring process at CIIS. Check with the social security office about this.

If you are an F-1 student authorized to work in Curricular Practical Training (CPT), you must provide also provide your Form I-20 with the employment page (page 3) completed and signed by your school's designated school official.

If you are a student and are authorized to work off campus, you must provide the SSA with the *Employment Authorization Document* (EAD card) you received from DHS.

If you are a J-1 student, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

The Social Security Office is located at 90-7th Street, Annex 1st Floor, San Francisco, CA 94103. You may be able to make an appointment at the SSA Office online at <http://www.ssa.gov/reach.htm>. After you submit your SSN application, ask the SSA Office if you may return the next day to collect your number (the card will be mailed in about a week).