

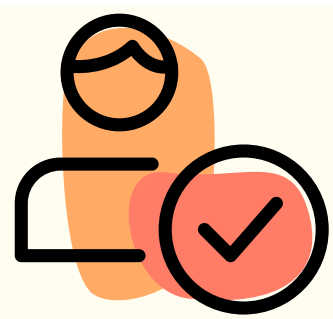
Things you need to know about Social Security Number (SSN)

A Social Security number is a nine-digit number issued to U.S. citizens, permanent residents and temporary residents. It helps Social Security to identify and accurately record individuals' covered wages or self-employment earnings. It is also used to monitor benefits receiving record.

Why you need SSN?

Anyone in the U.S. who intends to work, collect Social Security benefits, and receive other government services needs SSN.

As an international student, you will need a SSN for your employment for payroll and tax purpose.



SSN eligibility

- You must have a **legal status**
- Employment letter (unless you apply when applying for OPT)
- Valid legal documents
 - Passport
 - I-20/DS-2019 /EAD if you are in other status
 - Most recent I-94

*See following page for detailed document list

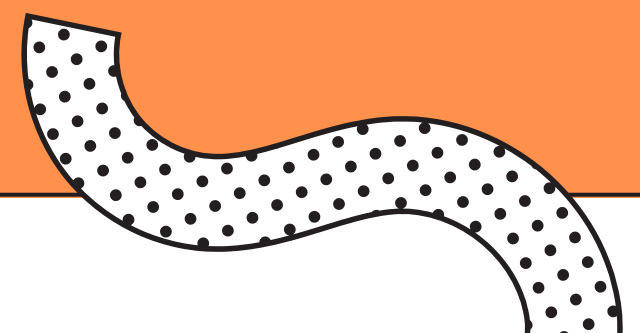
As a TCSP student, you will be eligible for SSN if you:



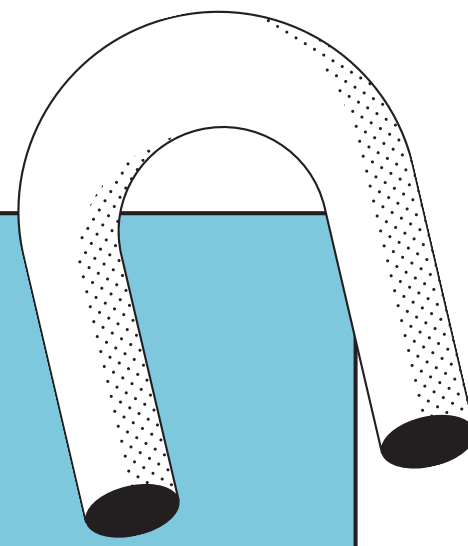
- Have an employment
 - CPT (whether it's full time or part-time)
 - Academic training (J1 status)
 - On-campus employment
 - OPT (you can apply for SSN with or without a job offer)

*Good to know

You DO NOT need SSN to get a driver's license, register for school, get private health insurance, etc. As a lawfully admitted noncitizen, you can get many benefits and services without an SSN.



SSN Application Process Part 1: Submit your documents for review



F-1/J-1 Visa Holders

- Job offer letter on employer's letterhead
 - [On-Campus Offer Letter Template](#)
 - [CPT/OPT Job Offer Letter Template](#)
- SSN Application Support Letter for your DSO
- Passport and visa
- Most recent I-94
- Valid I-20/DS-2019
 - The 2nd page of I-20 must reflect CPT authorization and F1 status
 - The 1st page of DS-2019 must reflect the Academic Training authorization and J1 status
- SSN Application Form (SS-5)
 - You will fill this out after DSO approved your request

[Click to Access SS-5](#)

Other Visa Holders

If you are other visa holders and applying for SSN on your own, discuss it with your visa sponsor and visit the SSA website for details. Your International Student Advisor may provide a verification letter about your study with TCSP if needed.

[Click to View Details](#)

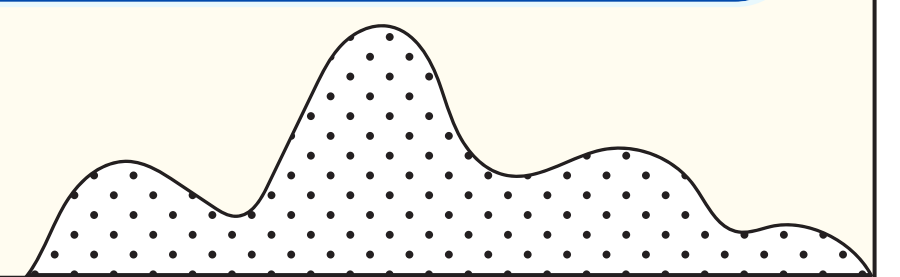
Application procedures

Obtain a job offer letter for your CPT or On-Campus Employment Form. (See "Work Eligibility" section).

[Click to View Details](#)

Send a copy of your job offer to your DSO to request the SSN Application Support Letter.

DSO will send you the support letter after it is processed. Please see Part 2 for the following steps.



SSN Application Process Part 2: Submit your documents to Social Security Administration (SSA)

Now I collected everything, what to do next?



Notes:

1. Missing material or incorrect information may delay the process.
2. Apply SSN no earlier than **30 days** prior to the employment start date.
3. You do not need a job offer if you are applying SSN together with OPT.
4. You may start to work **after you receive the receipt** of your application, even though you haven't received your card yet. If your employer questions it, refer your employer to the SSA link on the previous page.
5. If you don't have employment but would like to have a State ID, you can apply for a State ID with the Department of Motor Vehicles (DMV) where you would apply for a driver's license. Please visit your local DMV website for more details or reach out to your Student Support Counselor for assistance.
6. Save your card in a safe place. You don't need to carry it as long as you can remember the number. Don't provide it to anyone when SSN is not necessary.

Step 1:

Upon receiving your SSN Application Support Letter, make sure all information is correct.



Step 2:

Complete your SS-5

[Click to Access SS-5](#)

Check if the local Social Security office you are heading to requires an appointment. Due to the pandemic, some local offices may have shorter operating hours, please research and plan before your visit.

Bring your documents on the visit. Make sure you have:

- Completed SS-5
- Job offer letter
- Passport
- Signed I-20
- Most recent I-94

[Find and View Information of Your Local Office Before Visit](#)



Step 3:

Follow instructions of the clerk at the Social Security Office regarding how and when you will be receiving your SSN card.

Once you receive your SSN card, share the information with HR and your payroll at employment.