



## Getting a Social Security Number For F-1 and J-1 visa holders

Social Security cards are used for various identification purposes on campus and in the community. A U.S. Social Security Number (SSN) must be obtained in order for you to start your new job and get paid, to get a driver license, and to qualify for a credit card. **SSN is valid for a lifetime. For new students, you may attempt to receive SSN after attending the International Student Orientation with International Student & Scholar Services.**

### F-1 Students

#### **Step 1: Obtain an Offer Letter**

F-1 student must provide evidence of employment or a promise of employment before the Social Security Office will assign an SSN. Your job offer letter must state **your position, employment start date, number of hours and your supervisor's name and telephone number**. Please note that new regulations from the Social Security Administration now state that international students may not apply for the SSN earlier than 30 days from the employment start date on the offer letter.

#### **Step 2: Obtain a Work Authorization Letter from ISS:**

\*Note: If you are a new student, the earliest you can apply is 30 days before the start of the semester.

- a. You must be registered for full-time classes (12 undergraduate credits or 9 graduate credits).
- b. Submit an e-form request by clicking the iStart Login button on

[www.ic.utah.edu](http://www.ic.utah.edu). Please allow 1 week processing time. You must upload your current I-20 and job offer letter with the request.

- c. Pick up your Work Authorization Letter after receiving an e-mail from ISSS.

#### **Step 3. Apply for a Social Security Card:**

- a. Complete an Application for a Social Security Card (Form SS-5). You can download the form at [www.socialsecurity.gov/online/ss-5.html](http://www.socialsecurity.gov/online/ss-5.html) or the form available at the Social Security Office.
- b. Bring the following to the Social Security Office:
  - Form SS-5
  - Work Authorization Letter
  - Offer Letter
  - Original I-20
  - Passport
  - I-94
  - Visa

\* F-1 students authorized for CPT (Curricular Practical Training) must provide original I-20, Form SS-5, Offer letter, Passport, Visa and I-94. Students who are on CPT do not need to obtain a work authorization letter.

**Please continue to the next page for J-1 information, map and address of the social security office →**



## I-1 Researchers, Short-term Scholars and Professors

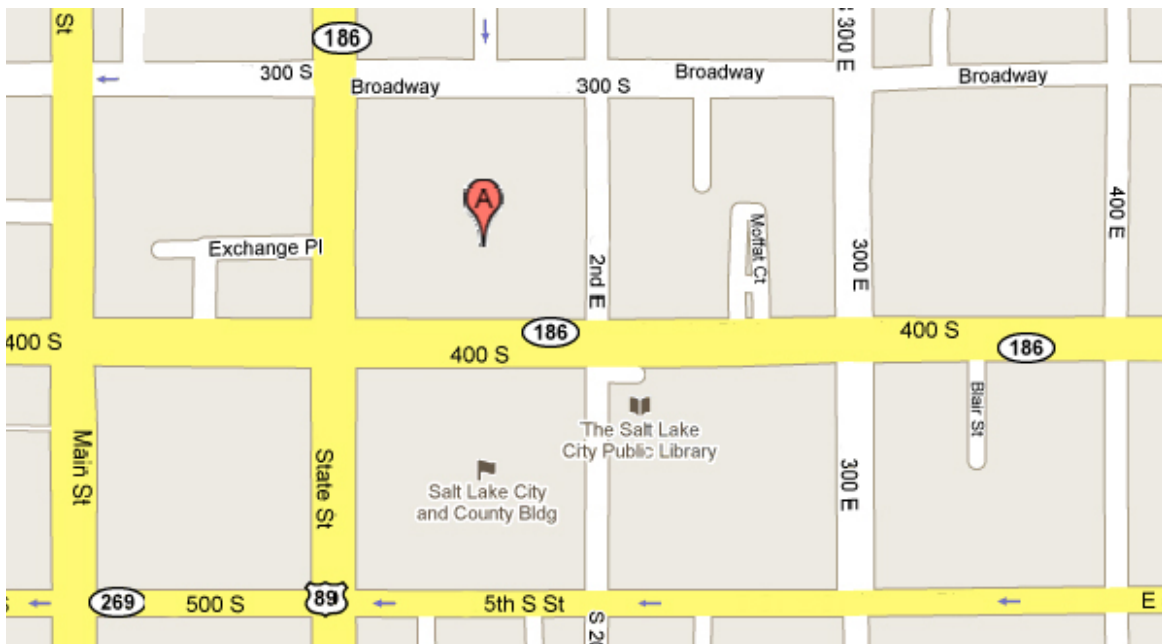
1. Complete an Application for a Social Security Card (Form SS-5). You can download the form at [www.socialsecurity.gov/online/ss-5.html](http://www.socialsecurity.gov/online/ss-5.html) or the form available at the Social Security Office.
2. Bring the following to the Social Security Office:
  - Form SS-5
  - Job offer letter from the Department
  - Original DS-2019
  - Passport
  - Visa
  - I-94

After you apply you will receive a receipt. Generally, social security card arrives within 10 business days from the date on your receipt. For more information, refer to <http://www.ssa.gov>.

**Address:** Suite 500, 175 East 400 South, SLC, UT 84111 (see "A" on map)

**Phone:** 801-524-5047 (or toll free 1-866-851-5275)

**Hours:** the office hour varies. Please check the website before visiting the office



Note: The social security administration does not validate parking and parking rates at the City Center/Chamber of Commerce building (where social security administration is located) are very expensive. Consider taking TRAX to Library station.