How to Obtain a Social Security Number (SSN) for F-1 Students (On/Off Campus jobs)

I have found a job - how can I apply for a Social Security Number?

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). You may only apply for a SSN once you have been activated in the SEVIS system.

1. Obtain an offer letter:

F-1 students must provide evidence of an employment offer before the Social Security Office will assign an SSN. You need to get an offer letter from your future employer that describes your job, employment start date, employer EIN, number of work hours, and your supervisor’s name and telephone number. The offer letter needs to have an original signature from your future employer. The earliest you can apply for an SSN is 30 days before your employment start date.

2. * If you have an on-campus job: obtain an Work Authorization Letter from ISSS:

   a. You must be registered for full-time classes (12 undergraduate credits or 9 graduate credits) unless it is your vacation semester.
   b. Submit the “F-1 student: On-Campus Work Authorization Request” E-Form through UAtlas
   c. E-form submission instructions can be found here: https://isss.utah.edu/e-form.php
   d. You will be required to upload your current I-20 and on-campus job offer letter
   e. Please allow 1 week processing time
   f. Pick up your Work Authorization Letter after receiving a notification e-mail from ISSS

   If you have an off-campus job: apply and receive CPT or OPT authorization. CPT policy guide, Post-Completion OPT policy guide as well as STEM OPT policy guide is available.

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: http://www.ssa.gov/forms/ss-5.pdf or find it at the Social Security Office.
   b. Schedule an appointment at your nearest SSN office by visiting https://www.ssa.gov/agency/contact/phone.html and clicking on Office Locator. You will be asked for your zip code.
   c. Bring the following to the Social Security Office:
      - Form SS-5
      - Work Authorization Letter (on-campus job) or CPT/OPT I-20 (off-campus job)
      - Offer Letter from the employer
      - Original I-20 (only for on-campus job)
      - Passport (along with old passport if it contains your F-1 visa)
      - I-94

4. After you apply you will receive a receipt. Generally, your Social Security Card will arrive within 10 business days from the date on your receipt. For more information, refer to http://www.ssa.gov
Salt Lake City Social Security Office:

Address: 175 East 400 South, Suite 500
Hours: Monday-Friday 9:00am- 4:00pm (please check as hours may vary)

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.

Disclaimer: International Student & Scholar Services (ISSS) provides support and information related to U.S. immigration laws and regulations related to F and J status at the University of Utah. ISSS staff are not attorneys and any information provided by ISSS should not be construed as legal advice. Individuals are welcome to consult a qualified immigration attorney for specific legal advice, particularly in complicated cases. For a list of local Utah attorneys please visit our website here.

Employment: ISSS reviews work related requests based upon the information provided to us by the student. If USCIS later determines that the student misused the work authorization or otherwise did not follow the required rules and regulations, additional immigration benefits could be denied by USCIS.

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