

How to Obtain a Social Security Number (SSN) for F-1 Students

I have found an on-campus 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. Obtain a Work Authorization Letter from ISSS:

- a. You must be registered for full-time classes (12 undergraduate credits or 9 graduate credits)
- b. Submit the “**F-1 student: On-Campus Work Authorization Request**” E-Form through UAtlas
- c. You will be required to upload your current I-20 and job offer letter
- d. Please allow 10 business days processing time
- e. Pick up your Work Authorization Letter after receiving a notification e-mail from ISSS

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. Bring the following to the Social Security Office:
 - Form SS-5
 - Work Authorization Letter
 - Offer Letter
 - Original I-20
 - 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

Phone: 866-851-5275

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.