

## Getting a Social Security Number for J-1 Exchange Visitors (Scholars and Students)

### What is a Social Security Number?

A U.S. **Social Security Number (SSN)** is an identification number, unique for each individual, which must be obtained in order for you to start your new job (and get paid). Social Security cards are used for various identification purposes on campus and in the community. An SSN is valid for a lifetime; therefore, if you have worked in the U.S. previously and obtained an SSN, you will not need to apply again.

**Note:** You may only apply for an SSN once your SEVIS record has been validated.

### How to Apply for an SSN – J-1 Students:

- **Obtain an Offer Letter**
  - J-1 students must provide evidence of employment or a promise of employment before the Social Security Office will assign an SSN.
  - You need to get an offer letter from your employer that describes **your job, employment start date, number of hours you will work, and your supervisor's name and telephone number.**
  - **Note:** You may not apply for an SSN earlier than 30 days from the employment start date on the offer letter.
  
- **Obtain a Work Authorization Letter from ISSS**
  - Submit an On-Campus Work Authorization Request through [UAtlas](#).
  - You will be required to upload your current DS-2019 and job offer letter.
  - You must be registered for full-time classes (12 undergraduate credits or 9 graduate credits).
  - **Note:** The earliest you can apply is 30 days before the start of the semester.
  
- **Apply for a Social Security Card**
  - Complete an Application for a Social Security Card (Form SS-5). You can download the form [here](#) or find it at the Social Security Office.
  - Bring the following documents the Social Security Office:
    - Form SS-5
    - Work Authorization Letter
    - Offer Letter
    - Original DS-2019
    - Passport and Visa
    - I-94

Please continue to the next page for J-1 Scholar information, a map, and the address of the Social Security Office →

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**Note:** After you apply, you will receive a receipt. Generally, Social Security cards arrive within 10 business days from the date on your receipt. For more information, refer to the [Social Security Administration](#) website.

**Address:** 175 East 400 South, Suite 500 (see “A” on the map below)

**Phone:** 866-851-5275 (or toll free 1-800-772-1213)

**Hours:** Monday-Friday 9:00 AM to 4:00 PM



**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.