



OFFICE OF ENROLMENT SERVICES
303 University Avenue
Newark, NJ 07102
Tel: (973) 877 3187

HOW TO APPLY FOR SOCIAL SECURITY NUMBER

Before you go to Social Security Administration Office to apply for Social Security Number you have to know:

Immigration status

SSA needs to see the DHS document, I-94, *Arrival/Departure Record*, issued to you when you arrived in the United States showing your lawful immigration status. If you are an F-1 student, they **also** need to see your I-20A-B, *Certificate of Eligibility for Nonimmigrant Student Status*

Eligibility to work

If you are an F-1 student and eligible to work on campus, you must provide SSA with a letter from your designated school official that identifies your employer and the type of work you are, or will be, doing. SSA also needs to see evidence of that employment, such as a recent pay slip or a letter from your employer. The letter must describe your job, your employment start date, the number of hours you are, or will be, working, and your supervisor's name and telephone number. The letter must be signed by your supervisor and dated.

If you are an F-1 student authorized to work in curricular practical training, you must provide SSA with your Form I-20A-B with the employment page (page 3) completed and signed by your school's designated school official.

If you are an F-1 student and are authorized to work off campus, you must provide SSA with the Employment Authorization Document you received from DHS.

How long will it take to get a Social Security number?

SSA must verify your documents with DHS before a Social Security number is assigned to you. SSA will assign you a Social Security number and issue a card within two weeks of receiving the verification from DHS.

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