

HOW TO APPLY FOR A SOCIAL SECURITY NUMBER (SSN)



CSUDH

OFFICE OF INTERNATIONAL
EDUCATION

WHAT IS A SOCIAL SECURITY NUMBER (SSN)?



Social Security Number is a taxpayer identification number

Must have a SSN to work in the U.S., including non-immigrants (F-1 & J-1 visa holders)

Social Security Number is unique to each individual and you will keep for life.

Social Security Number is NOT a work Permit!

HOW TO BE ELIGIBLE TO APPLY FOR A SSN?



NEW JOB
JUST AHEAD

Student must have a job offer!

QUALIFYING JOB OFFERS:

- New students** must wait at least 5 days after completing their Required International Check-in documents AND must meet the requirements for "Continuing students," below:

- Continuing students** can apply no more than 30 days before:
 - F-1 On-campus employment start date on the offer letter
 - F-1 Curricular Practical Training (CPT) start date on their I-20
 - J-1 On-campus employment start date on the J-1 On-Campus Authorization Form



JOB

ELIGIBILITY REQUIREMENTS FOR ON AND OFF CAMPUS EMPLOYMENT

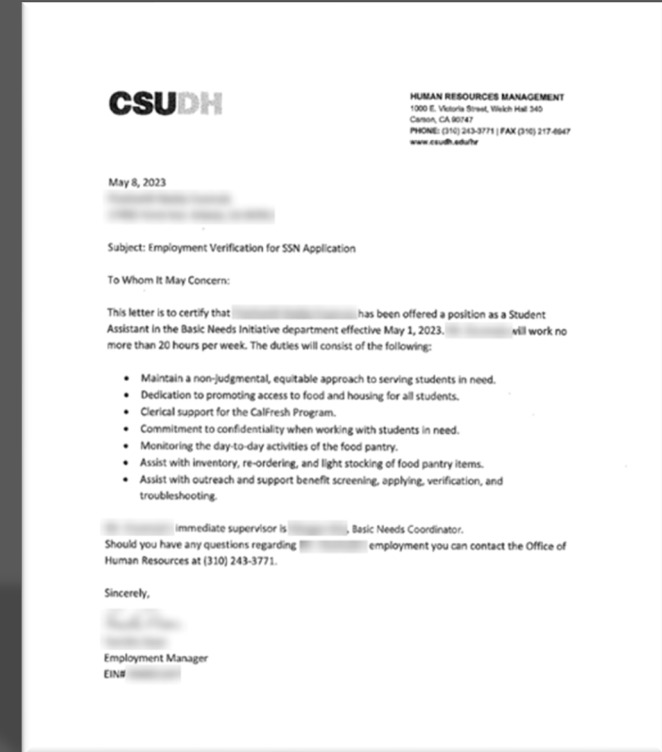


- Student must be in GOOD ACADEMIC STANDING
 - Being on **probation** disqualifies students from participating in any employment!
- Must be a currently enrolled student at CSUDH
- Must receive a job offer letter from hiring department or Human Resources

JOB OFFER LETTER REQUIREMENTS

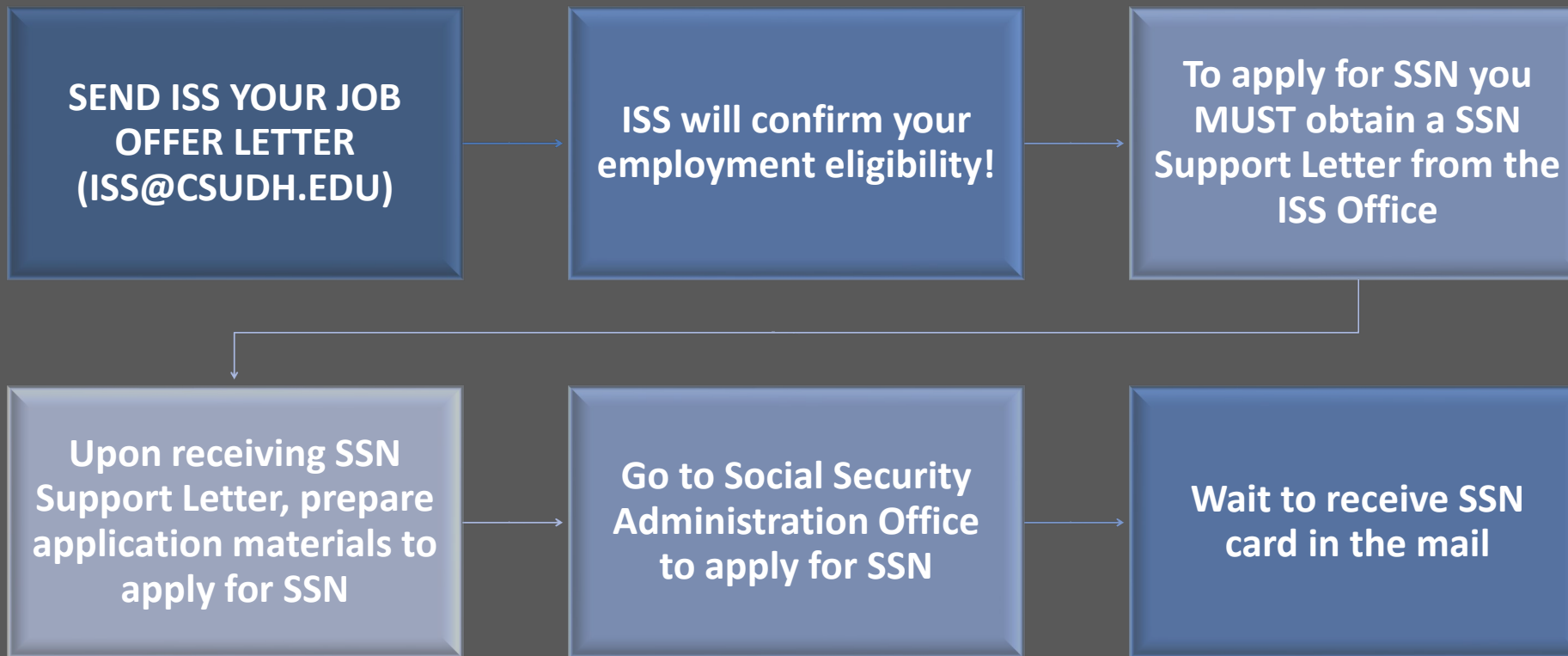
The Job Offer letter must contain the following items and information:

- ✓ Printed on letterhead/stationery
- ✓ Student's Complete Name
- ✓ Job Title
- ✓ General description of the job duties
- ✓ Anticipated or actual start date
- ✓ Number of work hours per week
- ✓ Employer Identification Number
- ✓ Immediate supervisor's name, title, & phone number
- ✓ Supervisor or Human Resources Signature



WHAT TO DO AFTER YOU RECEIVE A JOB OFFER

CONTACT THE INTERNATIONAL STUDENT SERVICES (ISS) OFFICE TO DISCUSS THE NEXT STEPS:



DOCUMENTS REQUIRED TO APPLY FOR SSN

Documents required to take to the Social Security Administration Office:

- ✓ Job Offer Letter (from Hiring department)
- ✓ ISS SSN Support Letter
- ✓ Passport ID
- ✓ F-1/ J-1 Visa Stamp
- ✓ I-94 Document ([Download Most Recent I-94](#))
- ✓ I-20/DS-2019
- ✓ Social Security Application Form SS-5: <https://www.ssa.gov/forms/>

The image shows a Social Security Administration Form SS-5, titled "Application for a Social Security Card". The form is tilted and contains various fields for personal information, including name, date of birth, citizenship, and parental information. It includes checkboxes for U.S. Citizen, U.S. Citizen Allowed to Work, and other categories. The form also has sections for mailing address, signature, and relationship to the person. The form is numbered 1 through 18, with some sections being optional or conditional.

SOCIAL SECURITY ADMINISTRATION OFFICES

The screenshot shows the Social Security Administration's Office Locator page. At the top left is the Social Security logo with the text "Social Security" and "The Official Website of the U.S. Social Security Administration". Below this is the heading "Social Security Office Locator". A yellow warning box contains a triangle icon and the text: "We are OPEN to receive your calls. On Tuesday, March 17, 2020, we suspended face-to-face service to the public in our field offices and hearings offices nationwide until further notice. However, we are still able to provide critical services via phone, fax and online." Below the warning box is a search section titled "Find the Office for this ZIP Code." with a "ZIP:" input field containing "90747" and a "Locate" button. To the right of the search section is a box titled "Using our online services, you can:" with a list of bullet points: "Apply for most types of benefits", "Estimate your future benefits", and "Do so much more". Below the list is a link: "To learn more, visit What You Can Do Online." To the right of this box is another box titled "National 800 Number" with the text "Toll-Free: 1-800-772-1213". Below these sections is a section titled "Social Security Office Information" with a table of contact information: Address: 20000 Mariner Ave. 150 Torrance, CA 90503; Office: 1-877-319-0732; TTY: 1-800-325-0778; Fax: 1-833-950-2460. Below the table is a link for "Office Closings and Emergencies" and a button for "Hide Additional Office Information" with the text "Your local field office representative is available to take your call Monday thru Friday from 9AM-4PM." At the bottom of the page are buttons for "Get Map and Directions" and "Disclaimer".

Social Security Administration Offices are not located on-campus

- Social Security Administration offices are open Monday through Friday (except observed holidays).
- No appointment needed.
- To find your nearest social security office, check the office locator by adding your zip code:

<https://secure.ssa.gov/ICON/main.jsp#officeResults>

SOCIAL SECURITY NUMBER SAFETY

SSN is a unique ID, it is often the target of “identity theft”. Therefore, you should be very careful about where and to whom you give your SSN.

- **Never carry your Social Security card or number with you. Keep it at home in a secure place.**
- **Only give your SSN to someone who has a specific and legitimate need for it.**
- **Be very careful with any forms, applications or other materials that may have your SSN on them.**
- **Never give your SSN to someone who phones you. You should initiate the call or meet in person.**
- **Never reply to email or web sites that request an SSN.**



QUESTIONS?
CONTACT: ISS@CSUDH.EDU