



The SSN is a nine-digit number the Social Security Administration (SSA) issues to United States (US) citizens, permanent residents, and noncitizens (i.e., F-1 students) that are eligible to work in the US. This number tracks earnings. If you have not been offered employment, you will not be issued a SSN.

- All F-1 students approved for CPT must obtain a [Social Security Number \(SSN\)](#).

Once an SSN is assigned, this number will be permanent; if you have previously applied and received a SSN, then you do not need to reapply; notify your employer that have already obtained one - **If you have lost or misplaced your SSN card, please click [here](#).**

REQUIREMENTS FOR OBTAINING THE SSN

1. You must have a job offer (been approved for CPT) with a start date of no more than 30 days in the future.
2. The Social Security Administration (SSA) will only issue a SSN if you have been offered employment.

HOW TO APPLY FOR SSN

1. **Complete the Form SS-5, Application for a Social Security Card, online [here](#).**
 - Keep a copy of your online application and number to take with you to your appointment so the SSA representative can locate your application.
 - If you have any technical issues completing this form online, you may download, complete, and print the paper Form SS-5 [here](#).
2. **Contact the SSA Office that is closest to your address to schedule your SSN appointment:**
 - [Social Security Office Locator](#)
 - **Phone:** 1-877-604-9387 or 1-800-772-1213 or **TTY:** 1-800-325-0778
3. **Gather all required documents to take to your SSN appointment:**
 - Printout of your online Form SS-5 and confirmation page.
 - Printout of your Form I-94, *Arrival Departure Record* ([print from website](#)).
 - Valid Passport (valid expiration for at least 6 months in the future with current admissions stamp)
 - Current Form I-20, *Certificate of Eligibility for Nonimmigrant Status* (must have student and DSO signatures)
 - **CPT:** CPT approval must be on second page of I-20
 - F-1 SSA On-Campus Employment Letter (**cannot be a copy**, must be the original document with original supervisor and DSO signatures)
4. **At the end of your SSN Appointment, please ensure to obtain a SSA Confirmation Receipt to verify you applied for your SSN.**
 - It is recommended to bring this receipt to the employer of your internship to confirm you applied.
 - Once you receive your SSN card in the mail, sign it, and bring it to your employer.