

## International Services ~ [www.fau.edu/isss](http://www.fau.edu/isss) ~ [isss@fau.edu](mailto:isss@fau.edu)

Boca Raton Campus: 777 Glades Road, DP 49, Boca Raton, FL 33431 Tel. (561) 297-3049; Fax: (561) 297-2446  
Davie Campus: Call 954-236-1222 ~ Jupiter Campus: 561-799-8585

### Obtaining a U.S. Social Security Number

F-1 and J-1/J-2 visa holders who will be employed in the U.S. must obtain a U.S. social security number (SSN) to be paid. F-1 and J-1/J-2 visa holders are eligible to obtain the SSN only after receiving proper employment authorization from IS and/or U.S. Citizenship and Immigration Services (USCIS). Applicants are advised to wait at least 10 days after their most recent entry to the U.S. before presenting their application to the Social Security Administration office (SSA). Students/scholars with initial I-20s issued for initial entry, re-entry, or change of level, must confirm with ISSS that their SEVIS record is in "active" status prior to submitting an application to SSA. Once obtained, the SSN can be used for any type of authorized employment presently and for future employment opportunities. Individuals who lost their SSN card may apply for a replacement only if they can prove they are currently authorized for employment in the U.S. F-2 dependents are not eligible to apply for employment and cannot obtain SSNs. Additional SSA guidance for F and J visa holders is available at <http://www.ssa.gov/pubs/10181.html>.

**Important:** If you apply for your social security number and your application is not accepted, please make sure that you clearly understand the rejection reason. Remember to always ask for the name of the person who is assisting you and, if necessary, the name of the supervisor and the best way to contact them for additional information.

#### Obtaining the SSN for on-campus employment (F-1 students and J-1 Students)

**Step 1:** Submit IS [Document Request Form](#) along with the memo/letter of employment from the FAU hiring department and the International Student Employment Eligibility Form from HR/Student Employment

**Step 2:** IS confirms that the student is in valid F-1 status. Students new to FAU must have completed immigration check-in with IS and must be enrolled full-time.

**Step 3:** IS issues Social Security Letter.

*J-1 students with DS-2019 forms issued by another sponsor (not FAU) must obtain permission in writing from their program sponsor that they have permission to work in the U.S.*

**Step 4:** Apply for the SSN at the SSA Office. Present the following documents:

- (1) I-20 or DS-2019 from FAU (transfer students must also present I-20/DS-2019 from previous institution(s). Students who entered the U.S. after August 15, 2012, will no longer have their I-20/DS-2019 form stamped when entering the U.S.)
- (2) IS social security letter
- (3) Memo/letter from the hiring department
- (4) Passport
- (5) I-94 card or Change of Status approval notice (includes the I-94 card)
- (6) Form SS-5 which can be filled out on site at the SSA office or downloaded at <http://www.socialsecurity.gov/online/ss-5.pdf>

#### Obtaining the SSN for Curricular Practical Training (CPT) employment (F-1 Students)

**Step 1:** Submit the IS [Document Request Form](#) along with memo/letter from the off-campus employer

**Step 2:** IS confirms that the student is in valid F-1 status.

**Step 3:** IS issues the Social Security Letter

**Step 4:** Apply for the SSN at the SSA office. Present the following documents:

- (1) I-20 with Curricular Practical Training (CPT) authorization
- (2) IS Social Security Letter
- (3) Memo/Letter from the employer
- (4) Valid passport
- (5) I-94 card or Change of Status approval notice (includes the I-94 card)
- (6) Form SS-5 which can be filled out on site at the SSA office or downloaded at <http://www.socialsecurity.gov/online/ss-5.pdf>

## Obtaining the SSN for USCIS-authorized employment (F-1 OPT, F-1 economic hardship, or J-2 employment authorization)

After receiving the EAD card from USCIS, submit your application to the SSA with the following documents:

- (1) I-20 with OPT or economic hardship endorsement or DS-2019 form
- (2) Employment Authorization Document (EAD) issued by USCIS
- (3) Valid passport
- (4) I-94 card or Change of Status approval notice (includes the I-94 card)
- (5) Form SS-5 which can be filled out on site at the SSA office or downloaded at <http://www.socialsecurity.gov/online/ss-5.pdf>

## Obtaining the SSN for Academic Training (AT) Employment (J-1 Students)

After obtaining the AT approval from IS, apply for the SSN at the SSA Office with the following documents:

- (1) DS-2019 issued for AT purposes
- (2) Academic Training Letter signed by the Responsible Officer/Alternate Responsible Officer
- (3) Valid passport
- (4) I-94 card or Change of Status approval notice (includes I-94 card)
- (5) Form SS-5 which can be filled out on site at the SSA office or downloaded at <http://www.socialsecurity.gov/online/ss-5.pdf>

## Obtaining the SSN for J-1 Scholars\* (researcher/professor, short-term scholar, student intern, & specialist)

*\*Applicable only to J-1 scholars who are paid employees of FAU*

**Step 1:** J-1 scholar must fill out the IS [Document Request Form](#)

**Step 2:** IS verifies that J-1 scholar is in valid status. New scholars must have completed the IS immigration check-in.

**Step 3:** IS issues the Social Security Letter

**Step 4:** Scholar goes to the SSA office and submits the SSN application. The scholar must present the following documents:

- (1) DS-2019 (including previous DS-2019 forms for transfer J-1 scholars)
- (2) IS Social Security Letter
- (3) Valid passport
- (4) I-94 card or Change of Status approval notice (includes I-94 card)
- (5) Form SS-5 (can be filled out on site at the SSA office or downloaded at [www.ssa.gov/ss-5.pdf](http://www.ssa.gov/ss-5.pdf))

The location closest to Boca Raton: Social Security Administration, 621 NW 53rd St #400, Boca Raton, FL 33487. Students/scholars may apply at other locations that are closer to their residence or campus. Click [here](#) to obtain a map, directions, and bus route information to this location.

If you prefer to apply at a different location please use the [SSA Office Locator](#) to find an office, or check with the IS liaison offices in Davie and Jupiter. Please indicate the address on the IS Document Request Form when making your request.

- Sample Memo/Letter of Employment for On-Campus Employment (should be addressed to IS):

This is evidence of on-campus employment for the following student:

Student Name (Last, First): \_\_\_\_\_ Z Number: \_\_\_\_\_

Job Title (e.g. research assistant, teaching assistant, etc.) \_\_\_\_\_

Start date: \_\_\_\_\_ Number of hours/week: \_\_\_\_\_

Hiring Department: \_\_\_\_\_ Supervisor's Name and Title: \_\_\_\_\_

Supervisor's Contact Information (telephone, email): \_\_\_\_\_

Supervisor's Signature\*: \_\_\_\_\_