

Applying for a Social Security Card

Instructions for International Students with On-campus Employment

International students who have on-campus employment must apply for a Social Security card. Wait at least 10 business days after international travel before applying for a Social Security card. In addition, your SEVIS record needs to be in active status for at least two days before applying for a Social Security Number. For new students, please check with the ISSS office to see if your SEVIS record has been activated before going to the Social Security Office. Applications must be made in person at a local Social Security Administration Office, after which the card is mailed within 4-6 weeks.

The following documents are required for applying for a Social Security card:

- 1) **On-campus Employment Confirmation Letter** (<http://myusf.usfca.edu/iss/ssn>)
The letter must be printed on department letterhead and completed and signed by your supervisor. Bring the completed letter from your supervisor to ISSS for an endorsement by an International Student Advisor.
- 2) **Passport**
- 3) **I-94 card or Arrival Record** (see attached instructions for obtaining and printing Arrival Record)
- 4) **I-20/DS-2019**
- 5) **Application for a Social Security Card (Form SS-5)**
The application forms are available at Social Security Administration offices or can be downloaded and printed (www.socialsecurity.gov/online/ss-5.pdf).

Social Security Administration Locations

Mission location: 1098 Valencia St. (at 22nd Street)
Downtown location: 90 7th St. 1st Floor (at Mission St.)
Chinatown location: 560 Kearny St. (at Sacramento St.)

Social Security Administration General Information

Hours: Mon – Tue, Thurs – Fri, 9:00 am – 3:00 pm. Wednesday, 9:00 am – 12:00 pm
Phone number: 1-800-772-1213 (24hr recorded information)
To talk to a representative, call Monday - Friday, 7:00 am - 7:00 pm

What next?

Once your Social Security card arrives, you must bring it to the Human Resources office in Lone Mountain 339 so that the Payroll Services department can record it for wage and tax reporting purposes. You have **45 days** from your date of hire to submit your Social Security Card to the Human Resources office. If you need an extension to the 45-day grace period, you should contact Payroll Services department at (415) 422-2832, or Human Resources office at (415) 422-2532.

Remember to keep your Social Security card in a safe place and only carry it with you when absolutely necessary. Do not allow others to use your Social Security Number as their own. The Social Security Number assigned to you is valid for your lifetime.