



The City University of New York  
International Students Office  
Division of Student Affairs  
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## ***Instructions for Applying for a Social Security Number (SSN) (For Students in J-1 Status)***

The Social Security Administration (SSA) issues social security numbers to eligible international students who have resided in the United States for a minimum of 10 days, preferably a few weeks. A social security number is a unique, 9-digit number used for taxpayer identification, income reporting, and record-keeping. It is required to work legally in the United States. Once you have been issued a social security number, you keep the same number for your lifetime. If you lose your social security card, you can apply for a new one using the same number.

**Getting a social security number alone does not authorize you to work. Listed below are the requirements for the social security number (SSN) and the steps you must follow to file your application. If you have any questions about the information or need assistance, please contact the International Students Office in room 1109 Hunter East by phone or via email.**

### **Step I: *MEET THE ELIGIBILITY REQUIREMENTS***

The Social Security Office has established specific guidelines that all international students in **F-1** status must follow in order to apply for an SSN. An important requirement within the guidelines is that students must file their completed applications in person and at a local office in their neighborhood. To find the office nearest you, visit the Social Security office locator page at: <https://secure.ssa.gov/apps6z/FOLO/fo001.jsp>.

Additionally, the Social Security Office requires that students bring original documents with them to prove their:

- a) legal status in the U.S.
- b) age and identity
- c) school enrollment status
- d) work authorization

### **Step II: *MAKE A CHECK LIST OF THE REQUIRED ORIGINAL DOCUMENTS***

You can use a combination of documents to meet the eligibility requirements listed above. For example, you can use your passport to prove your legal status in the United States, as well as your age and identity. Please remember to make a copy of each document you plan to include with your SSN application. The Social Security Office will need these copies to verify the information you provided on your application.

#### **Documents to prove your legal status in the U.S. (You must bring all 3!)**

- ( ) *DS 2019 stamped at a U.S. port of entry or by USIA (United States Information Agency)*
- ( ) *Unexpired passport with appropriate visa stamp and biographical information*
- ( ) *Arrival/Departure Record (Form I-94) or J-1/J-2 Status Approval Notice*

**Documents to prove your age and identity (You only need 1 from the list below!)**

- ( ) *Unexpired passport with appropriate visa stamp and biographical information*
- ( ) *Employment Authorization Document (EAD) from the United States Immigration Office*
- ( ) *Birth Certificate(if available)*

**Documents to prove school enrollment status**

- ( ) *School letter from the international student adviser on official stationery certifying your current enrollment status in the college (example: full-time exchange student, visiting scholar, etc.)*

**Documents to prove legal work authorization (You must bring both documents in your employment category!)**

*On-campus and Off-Campus Employment* (includes fellowship stipends or assistantships)

- ( ) Letter of employment or employment offer
- ( ) Letter from sponsoring institution (school) or agency authorizing employment
- ( ) Employment Authorization Document (EAD) from the United States Immigration Office\*\*

\*\* The EAD is issued by the Immigration Office only individuals in J-2 status (dependents of J-1s)!!!

**Step III: VISIT THE INTERNATIONAL STUDENT OFFICE TO REQUEST SCHOOL DOCUMENTS**

After you put all of the required documents together, please contact the Hunter College International Students Office. The International Student Adviser can provide you with:

- An endorsement (signature) on your SEVIS I-20 required for CPT or OPT employment
- A signature on the J-1 status verification form, which may be required for on-campus employment
- A school introduction letter certifying your enrollment status at Hunter College

**Please be advised that the U.S. Social Security Administration may require additional documents before approving your request for an SSN. You can get a complete list and more information by visiting their website at [www.ssa.gov](http://www.ssa.gov). Once your documents have been accepted, the Social Security office will verify the information you provided with the U.S. Department of Homeland Security and the United States Information Agency. If your application is approved, you will receive your new card within 3 to 4 weeks.**

You may seek employment at any C.U.N.Y. schools. The on-campus job does not have to be at Hunter College

<b>Name of the C.U.N.Y School</b>	<b>Website for job posting</b>
C.U.N.Y (college job bank)	Type <b>cuny.edu</b> on the web browser bar, click Enter and follow instructions from that page or type <a href="http://portal.cuny.edu/cms/id/cuny/documents/jobposting/SupportStaffTOC.htm">http://portal.cuny.edu/cms/id/cuny/documents/jobposting/SupportStaffTOC.htm</a>
Baruch C.	<a href="http://www.baruch.cuny.edu/hr/jobs.htm">http://www.baruch.cuny.edu/hr/jobs.htm</a>
BMCC	<a href="http://www.bmcc.cuny.edu/jobs/">http://www.bmcc.cuny.edu/jobs/</a>
Bronx CC	<a href="http://www.bcc.cuny.edu/personnel/personnel1.pl?25+list_all">http://www.bcc.cuny.edu/personnel/personnel1.pl?25+list_all</a>
Brooklyn C.	<a href="http://www.brooklyn.cuny.edu/bc/offices/personnel/jobs/">http://www.brooklyn.cuny.edu/bc/offices/personnel/jobs/</a>
City College	<a href="http://www2.ccny.cuny.edu/positions/">http://www2.ccny.cuny.edu/positions/</a>
Hostos CC	<a href="http://www.hostos.cuny.edu/ohr/Default.htm">http://www.hostos.cuny.edu/ohr/Default.htm</a>
Hunter C.	<a href="http://hr.hunter.cuny.edu/jobs/index.html">http://hr.hunter.cuny.edu/jobs/index.html</a>
John Jay C.	<a href="http://johnjay.jjay.cuny.edu/info/calendar/humanresource/">http://johnjay.jjay.cuny.edu/info/calendar/humanresource/</a>
Kingsborough CC	<a href="http://www.kbcc.cuny.edu/kccJobs/Kcceolst.htm">http://www.kbcc.cuny.edu/kccJobs/Kcceolst.htm</a>
LaGuardia CC	<a href="http://www.lagcc.cuny.edu/employment/">http://www.lagcc.cuny.edu/employment/</a>
Lehman C.	<a href="http://www.lehman.edu/lehman/events/job.html">http://www.lehman.edu/lehman/events/job.html</a>
Medgar Evers C.	<a href="http://www.mec.cuny.edu/administrative_offices/fac_staff_relations/mec_jobs.asp">http://www.mec.cuny.edu/administrative_offices/fac_staff_relations/mec_jobs.asp</a>
CitiTech C.	<a href="http://www.citytech.cuny.edu/aboutus/hr/employment.shtml">http://www.citytech.cuny.edu/aboutus/hr/employment.shtml</a>
Queens C.	<a href="http://www.qc.cuny.edu/hr/job_listings/">http://www.qc.cuny.edu/hr/job_listings/</a>
Queensborough CC	<a href="http://www.qcc.cuny.edu/personnel/employment/">http://www.qcc.cuny.edu/personnel/employment/</a>
Coll. of Staten Island	<a href="http://www.csi.cuny.edu/administration/jobs/">http://www.csi.cuny.edu/administration/jobs/</a>
York College	<a href="http://www.york.cuny.edu/%7Ehmr/">http://www.york.cuny.edu/%7Ehmr/</a>
Graduate Center	<a href="http://web.gc.cuny.edu/HumanResources/jobtable.htm">http://web.gc.cuny.edu/HumanResources/jobtable.htm</a>



To whom it may concern:

This is evidence of on-campus

Employment for: \_\_\_\_\_  
**(Name of J-1 student)**

**Nature of Student's job** (e.g., wait staff, library aide, research assistant, etc.):  
\_\_\_\_\_

Start Date: \_\_\_\_\_

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

Employer Contact Information:

\_\_\_\_\_  
**(Employer Identification Number (EIN))**

\_\_\_\_\_  
**(Employer Telephone Number)**

\_\_\_\_\_  
**(Student's Immediate Supervisor)**

Employer Signature (Original):

\_\_\_\_\_

Signatory's Title

\_\_\_\_\_

Date: \_\_\_\_\_

## SOCIAL SECURITY CARD CENTER OFFICES

1-800-772-1213

<http://www.ssa.gov/>

If you reside in **Brooklyn**, you must go to the following Social Security Card Center.

625 Fulton Street, Sixth Floor Brooklyn, NY 11201	Take the <b>D</b> train heading <b>Downtown / to Crown Heights</b> and get off at <b>Nevins street</b>
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If you reside in **Queens**, you must go to the following Social Security Card Center.

155-10 Jamaica Avenue, Second Floor Jamaica, NY 11432	Take the <b>E</b> train heading <b>uptown/Jamaica Center</b> and get off at <b>Jamaica Center - Parsons/Archer</b>
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For more information and operating hours of these centers, visit the following website: <http://www.ssa.gov/cardcenters/cardcenterinfo.html>

Students who reside in Manhattan, Staten Island or the Bronx, you can apply for a Social Security card in any one of the following centers in your borough.

### Bronx

226 East 161 <sup>st</sup> Street, 2 <sup>nd</sup> Floor Bronx, NY 10451	Take the <b>D</b> Train from heading <b>Uptown/to Woodlawn</b> and get off at <b>161 Street</b>
2720 Jerome Avenue Bronx, NY 10468	Take the <b>D</b> Train from heading <b>Uptown / to Woodlawn</b> and get off at <b>Kingsbridge Road</b>
1380 Parker Street, 2 <sup>nd</sup> Floor Bronx, NY 10462	Take the <b>D</b> Train from heading <b>Uptown / to Pelham Bay Park</b> and get off at <b>Zerega Avenue</b>
1829 Southern Blvd Bronx, NY 10460	Take the <b>2</b> train heading <b>Uptown / to Wakefield-241 Street</b> and get off at <b>174 Street</b>

### Manhattan

755 2nd Avenue at 41 <sup>st</sup> , 3rd Floor New York, NY 10017	Take the <b>D</b> or <b>E</b> Train and get off at <b>42nd Street Grand Central</b>
345 East 102 <sup>nd</sup> Street, 4 <sup>th</sup> Floor New York, NY 10029	Take the <b>D</b> train and get off at <b>103 Street</b>
650 East 12 <sup>th</sup> Street New York, NY 10009	Take the <b>D</b> , <b>E</b> or <b>L</b> train and get off at <b>14 Street - Union Square</b>
32 Mercer Street, 8 <sup>th</sup> Floor New York, NY 10013	Take the <b>D</b> train and get off at <b>Canal Street</b>

### Staten Island

1510 Hyland Blvd, 2 <sup>nd</sup> Floor Staten Island, NY 10305	For direction, use <a href="http://www.hopstop.com/">http://www.hopstop.com/</a>
2389 Richmond Avenue Staten Island, NY 10314	For direction, use <a href="http://www.hopstop.com/">http://www.hopstop.com/</a>

Social Security offices and operation hours are subject to change. Please go to the following websites for update

<https://s044a90.ssa.gov/apps6z/FOLO/Controller>

<https://s044a90.ssa.gov/apps6z/FOLO/fo001.jsp>