

Instructions for Applying for a Social Security Number (SSN) (For Students in F-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.

IMPORTANT CHANGES IN HOW YOU CAN APPLY FOR A SOCIAL SECURITY CARD!

Beginning August 13, 2012 all applicants requesting a new social security card or replacement card must do so at a Social Security Card Center! The local offices in your neighborhood will no longer provide this service. There are a number of new Social Security Card Centers in the New York City area where International Students can go to receive fast, efficient services.

Please note: If you live in the borough of Staten Island or New Jersey, you may still go to your local social security office. International Students living in Queens, Brooklyn, Bronx or Manhattan can go to any of the card centers listed below. Click on the link <http://www.socialsecurity.gov/cardcenters/cardcenterinfo.html> for direction to each center.

MANHATTAN, NEW YORK

Manhattan Social Security Card Center
Serving all ZIP codes in Manhattan
123 William Street, 3rd Floor
New York, NY 10038
Monday to Friday, 7:00 a.m. to 4:00 p.m.

BRONX, NEW YORK

Bronx Social Security Card Center
Serving Bronx County
820 Concourse Village West, Second Floor
Bronx, NY 10451-3638
Monday to Friday, 7:00 a.m. to 4:00 p.m.

BROOKLYN, NEW YORK

Brooklyn Social Security Card Center
Serving Kings County
154 Pierrepont St., Sixth Floor
Brooklyn, NY 11201
Monday to Friday, 7:00 a.m. to 4:00 p.m.

QUEENS, NEW YORK

Queens Social Security Card Center
Serving Queens County
155-10 Jamaica Avenue, Second Floor
Jamaica, NY 11432-3898
Monday to Friday, 7:00 a.m. to 4:00 p.m.

STATEN ISLAND, NEW YORK (Local Offices!)

1510 Hylan Blvd 2nd floor
State Island, New York 10305

OR

2389 Richmond Avenue
Staten Island, New York 10314

Monday to Friday, 7:00 a.m. to 4:00 p.m.

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!)

- ☐ *SEVIS I-20*
- ☐ *Unexpired passport with appropriate visa stamp and biographical information*
- ☐ *Arrival/Departure Record (Form I-94) or F-1 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 student, engaged in OPT, etc.)*

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

- a) *On-campus Employment* (includes fellowship stipends or assistantships)
 - ☐ Letter of employment or employment offer
 - ☐ On-Campus Employment Verification form signed and stamped by international student adviser
- b) *Curricular Practical Training (CPT)*
 - ☐ Letter of employment offer
 - ☐ Current SEVIS I-20 endorsed for CPT and signed by international student adviser
- c) *Optional Practical Training (OPT)*
 - ☐ Current SEVIS I-20 endorsed for OPT and signed by international student adviser
 - ☐ Employment Authorization Document (EAD) from the United States Immigration Office

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 F-1 status verification form 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. Once your documents have been accepted, the Social Security office will verify the information you provided with the U.S. Department of Homeland Security. If your application is approved, you will receive your new card within 3 to 4 weeks.

Employer Letter Format

To whom it may concern:

This is evidence of on-campus employment for: _____
(Name of student)

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

Start date: _____

Number of hours per week: _____

Employer Contact Information:

(Employer Identification Number (EIN))

(Employer Telephone Number)

(Student's Immediate Supervisor)

Employer Signature (Original):

Signatory's Title:

Date: _____

If you live or receive mail in the Bronx, Brooklyn, Manhattan or Queens, N.Y. you must apply in-person or by mail to a Social Security Card Center for an original or replacement Social Security card.

NOTE: If you are age 12 or older and have never received a Social Security number, you must apply in person.

SOCIAL SECURITY

The Bronx
Social Security Card Center
820 Concourse Village West,
Second Floor
Bronx, NY 10451

Monday to Friday
7:00 a.m. to 4:00 p.m.

By Subway: 4, B, or D to 161st Street

By Bus: Bx1, Bx2, Bx6, Bx13 or Bx32

SOCIAL SECURITY

Brooklyn
Social Security Card Center
154 Pierrepont Street
Sixth Floor
Brooklyn, NY 11201

Monday to Friday
7:00 a.m. to 4:00 p.m.

By Subway: 2, 3, 4, or 5 to Borough Hall
N or R to Court Street; A, C, or F to Jay St -
MetroTech

By Bus: B25, B26, B38, B41, B52 or
B103 to Cadman Plaza West – Montague St

SOCIAL SECURITY

Manhattan
Social Security Card Center
123 William Street
Third Floor
New York, NY 10038

Monday to Friday
7:00 a.m. to 4:00 p.m.

By Subway: 2, 3, 4, 5, A, C, J, or Z to
Fulton Street

By Bus: M5 or M15

SOCIAL SECURITY

Queens
Social Security Card Center
155-10 Jamaica Avenue
Second Floor
Jamaica, NY 11432

Monday to Friday
7:00 a.m. to 4:00 p.m.

By Subway: E or J to Jamaica Center

By Train: LIRR to Jamaica Station

By Bus: Q4, Q5, Q6, Q8, Q9, Q20A,
Q20B, Q24, Q25, Q30, Q31, Q34, Q41, Q42,
Q44, Q54, Q56, Q65, Q83, Q84, Q85, Q110,
Q111, Q112, Q113

**For all other Social Security services,
call 1 (800) 772-1213 (Voice) or 1 (800) 325-0778 (TTY)
or visit Social Security online at www.socialsecurity.gov.**