

## How to Apply for a Social Security Number

### F-1 Students Engaged in On-Campus Employment

A Social Security Number is required to report wages to the U.S. government. International students (F-1 status) are eligible to apply for a Social Security Number (SSN) only if they have an offer of employment. We recommend that you consult an international student advisor to ensure that you are authorized to work.

#### When to Apply:

- Upon receiving an employment offer, you must wait 2 weeks (14 days) after your entry into the U.S. to apply.
- You may not apply prior to the start date listed on your employment offer letter.
- If you are authorized to work on campus, you must apply for a social security number on acceptance of job offer (ask for a receipt that will verify the submission of SSN application).
- It typically takes 2-4 weeks to receive your SSN after applying.

#### Documents Needed to Apply:

You must apply in person at the Social Security Administration office and have the following documents available:

Social Security Card Application available at the Social Security office or click [here](#) .

- Valid passport
- Current I-94 card
- F-1 visa
- Form I-20 with port of entry stamp and most current I-20, if applicable
- Certified or original birth certificate (recommended but not required)

An employment verification letter must be submitted to an international adviser at the International Student Services office for a DSO stamp before it can be taken to the Social Security Administration office. The letter must be on letterhead and include:

- Name of student
- Nature of the job
- Employment start date
- Number of employment hours per week
- Employer identification number
- Supervisor name, telephone, and signature

#### Where to Apply: Social Security Administration Office

Social Security Administration Office Locations		
3650 Colonial Blvd First Floor Suite 101 Fort Myers, Florida 33966 Phone: 1-800-772-1213 TTY: 1-800-325-0778 <a href="#">Office Hours</a>	1600 Tamiami Trail Suite 200 Port Charlotte, Florida 33948 Phone: 1-800-772-1213 TTY: 1-800-325-0778 <a href="#">Office Hours</a>	2659 Professional Circle #1114 Naples, FL 34119 (800) 772-1213 <a href="https://www.socialsecurity.gov">socialsecurity.gov</a>