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## Applying for a US Social Security Number (SSN) *Instructions for F-1 and J-1 Students*

### When to Apply:

Your ability to apply for the SSN will depend on your immigration category. J-1 students are eligible upon entry to the United States in valid status. F-1 students are eligible once they secure an on-campus job *or* are authorized for off-campus employment (via CPT, OPT, etc.). Many F-1 students are employed on-campus through either a service-based award, Focus Group, or other student position. If your academic program requires a working relationship (including an assistantship, fellowship, or service-based stipend), the University needs your SSN for tax purposes as soon as possible. You should **wait to apply at least 1 week** after your entry to the United States and completion of your ISO Immigration Check-In. This will allow time for necessary government database updates to be processed.

### Application Procedures (F-1 & J-1 Students only)

The ISO assists all eligible F-1 and J-1 students in applying for their SSN and coordinating required documents with other campus offices. When appropriate information is available, our office is able to monitor pending applications with the Social Security Administration and to help resolve any delays and errors. You are responsible for completing the following steps of the application process:

1. **Report to ISO** for instructions and to collect verification letter of SSN Eligibility, as available
2. **Prepare SSN application** and supporting documents (see below)
3. **Visit local Social Security Administration office** to submit the application
4. **Submit copy of SSN Receipt** to ISO: Visit, Fax (585-276-2943), or Campus Mail (213 Morey Hall/Box 270446)
5. **Pick-up SSN card from ISO** once your card arrives by mail; ISO will send email notification
6. **Update GLACIER** with employment information and SSN; Print, sign, & send GLACIER forms to Payroll/Box PERC
7. **Focus Group Participants:** You must attend your scheduled Focus Group & accept payment

### Required Documents

When applying for your Social Security Number, the following materials will be required:

1. **Form SS-5 Application** (available in ISO or online [www.socialsecurity.gov/online/ss-5.pdf](http://www.socialsecurity.gov/online/ss-5.pdf)):
  - Name (#1): Print your name as it is listed on your current I-20 or DS-2019
  - Citizenship (#5): Mark the box for "Legal Alien Allowed to Work"
  - Mailing Address (#16): C/O University of Rochester  
213 Morey Hall, PO Box 270446  
Rochester, NY 14627-0446
2. **Certification of SSN eligibility** and valid immigration status:
  - F-1: [Verification of F-1 On-Campus Employment letter](#) (issued by UR hiring department, printed on UR department letterhead, and signed in blue ink)  
*or* I-20 showing ISO authorization for Curricular Practical Training  
*or* EAD card issued by USCIS for authorized Optional Practical Training
  - J-1: Social Security Eligibility letter (issued by Immigration Sponsor)  
*or* DS-2019 and authorization letter for Academic Training (issued by Immigration Sponsor)
3. **Original immigration documents:**
  - I-20 or DS-2019, Passport, and I-94 admission record (electronic: <https://cbp.gov/i94> OR paper card) or I-797 Approval Notice for Change of Status

**Additional Information is online:** [www.iso.rochester.edu/living/ssn/index.html](http://www.iso.rochester.edu/living/ssn/index.html)