A Social Security Number (SSN) is required to report wages to the U.S. Government. International students, scholars and professionals are eligible to apply for a SSN only if they have an offer of employment. Applications must be done in person at the Social Security Administration Office.

THE FOLLOWING DOCUMENTS ARE REQUIRED TO APPLY FOR A SOCIAL SECURITY NUMBER:

- A completed Social Security Card Application (available at the Social Security office or online at [www.socialsecurity.gov/online/ss-5.pdf](http://www.socialsecurity.gov/online/ss-5.pdf))
- Valid passport
- Most recent Form I-94
- J-1 visa or F-1 visa
- Most recent Form DS-2019 with port of entry stamp or Form I-20 form reflecting “Continued Attendance”
- Birth certificate (certified or original), if available
- Proof of employment eligibility

**Note:** An employment verification letter must be signed and stamped by a DSO (F-1) or ARO (J-1) immigration adviser for authorization before it can be taken to the Social Security Administration Office. The original letter must be on an UCF letterhead and include the following:

- Name of applicant
- Applicant visa status
- Nature of the job
- Employment start date
- Number of employment hours per week
- Employer identification number
- Supervisor name, telephone, and signature
IMPORTANT POINTS TO REMEMBER

» You must submit a copy of your Social Security card receipt letter to an employment and taxation adviser
   (This will be provided to you the day you apply at the SSA office)

» You must submit a copy of your signed Social Security card to an employment and taxation adviser upon
   receipt in the mail

SOCIAL SECURITY OFFICE
5520 Gatlin Avenue
Suite 102
Orlando, FL 32812
www.ssa.gov

HOURS
Monday – Friday
9:00 AM – 3:00 PM
Closed on federal holidays

PHONE NUMBERS
Social Security Office (Local): 1-866-331-2254
Social Security Office (National): 1-800-772-1213
TTY: 1-800-325-0778

DRIVING DIRECTIONS
» From UCF, take University Blvd West towards Semoran Blvd (SR 436)
» Turn left onto Semoran Blvd
» Turn right onto Gatlin Ave
» The Social Security Office is the building left-hand side

LYNX BUS SERVICE:
Please go to the LYNX trip planner to find the appropriate bus that will take you to the Social Security Office from
your home or the UCF campus:
www.golynx.com