



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 immigration 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 directly getting paid by UCF, you can begin on-campus employment before you have applied for your SSN and while you are waiting to receive your SSN.
- If you are working on campus, but getting paid by another employer, you may begin to work while you wait for your social security number to be issued, but you must apply 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 (see other side for directions) and have the following documents available:

1. Social Security Card Application (available at the Social Security office or at <http://www.socialsecurity.gov/online/ss-5.pdf>)
2. Valid passport
3. Current I-94 card
4. F-1 visa
5. Form I-20 with port of entry stamp **and** most current I-20, if applicable
6. Certified or original birth certificate (recommended but not required)
7. An employment verification letter must be submitted to an international adviser at the International Services Center 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



**Address**

Social Security  
Suite 101  
5520 Gatlin Avenue  
Orlando, FL 32812  
<http://www.ssa.gov>

**Hours**

Monday – Friday  
8:30 AM – 3:30 PM  
Closed on federal holidays

**Driving Directions**

- From UCF take University Blvd towards Semoran Blvd (SR 436)
- Make a left turn on Semoran Blvd
- Make a right turn on Gatlin Ave
- Social Security Office is the building on the left-hand side

**Phone Numbers**

**Local:** 1-866-964-6146  
**Toll Free:** 1-800-772-1213  
**TTY:** 407-273-5991

**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: <http://trip1.golynx.com/>

