

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. It's important that you apply for an SSN as soon as possible, no later than 2 weeks from your hire date. Without a Social Security Number (SSN), you will not be able to sign-up for various programs or benefits in the United States.

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)
- 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
- 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

- » During your SSN appointment, the social security officer should provide you with a letter confirming that you have successfully applied for a social security number. Please email this letter and your UCF ID to UCFTAX@ucf.edu.
- » Once you receive your social security card in the mail, please sign the card where indicated. You will need to update your SSN in your Workday profile. Please follow the instructions below to complete this action in Workday:
 - » Log into workday.ucf.edu
 - » Click on your inbox icon in the upper-right corner of your screen
 - » Locate your **two tasks** to update your Social Security Number
 - » Input your Social Security Number
 - » You will also need to update your SSN in your Workday profile and **Amend I-9 Form**
- » If you are eligible for a tax treaty, UCF Global will contact you to schedule an appointment to sign your tax treaty paperwork.

SOCIAL SECURITY OFFICE

500 N Orange Avenue - Suite 3101,
Orlando, Florida 32801
www.ssa.gov

HOURS

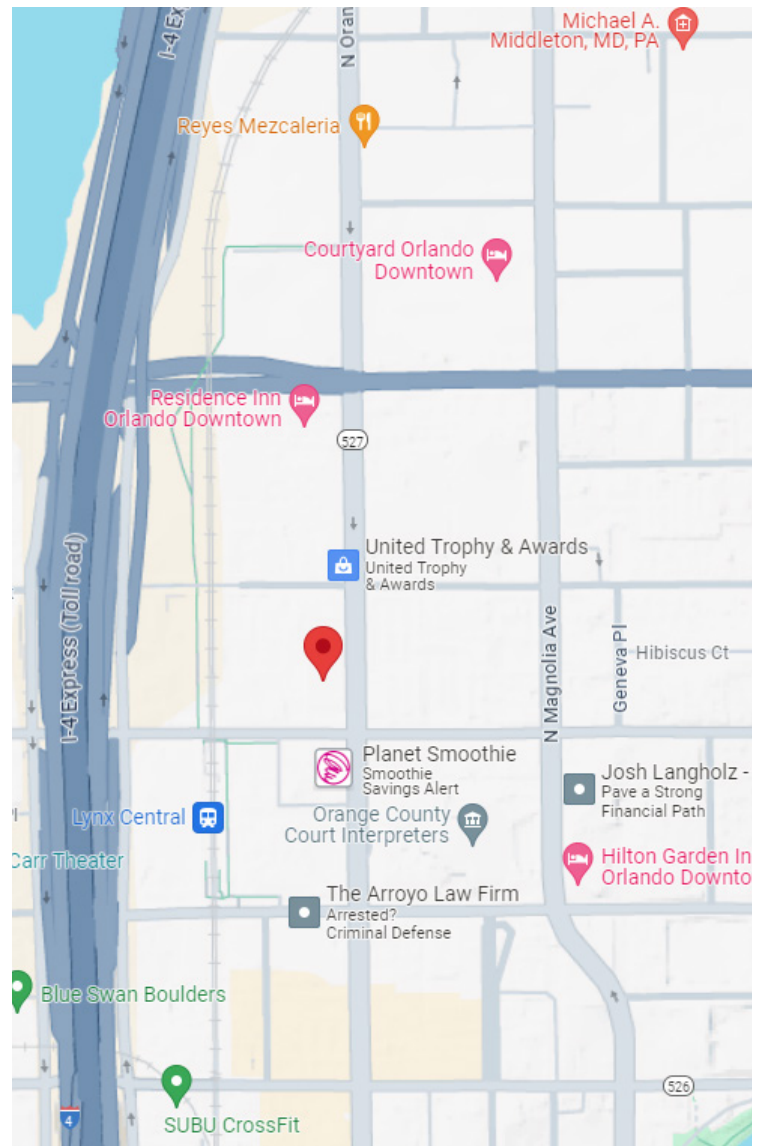
Monday – Friday
9:00 AM – 4:00 PM
Closed on federal holidays

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 Alafaya (434) South to Colonial Dr.
- » Turn right onto Colonial Dr. and take West towards I-4
- » Turn left onto Orange Ave (527) heading South
- » The Social Security Office is the Second building right-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