



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)
- 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
 - » Access your Worker Profile page: click your Profile photo > View Profile
 - » Click the Personal tab.
 - » Click the IDs subtab. You can edit or add government IDs (social security number), passports and visas.
 - » Click Edit. Select Edit Government IDs > Edit IDs > Edit Other IDs or Edit Passports and Visas from the dropdown. You can Add or Edit to make changes to documents or Delete to remove them.
 - » Attach supporting documentation and Submit.
- » 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

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

HOURS

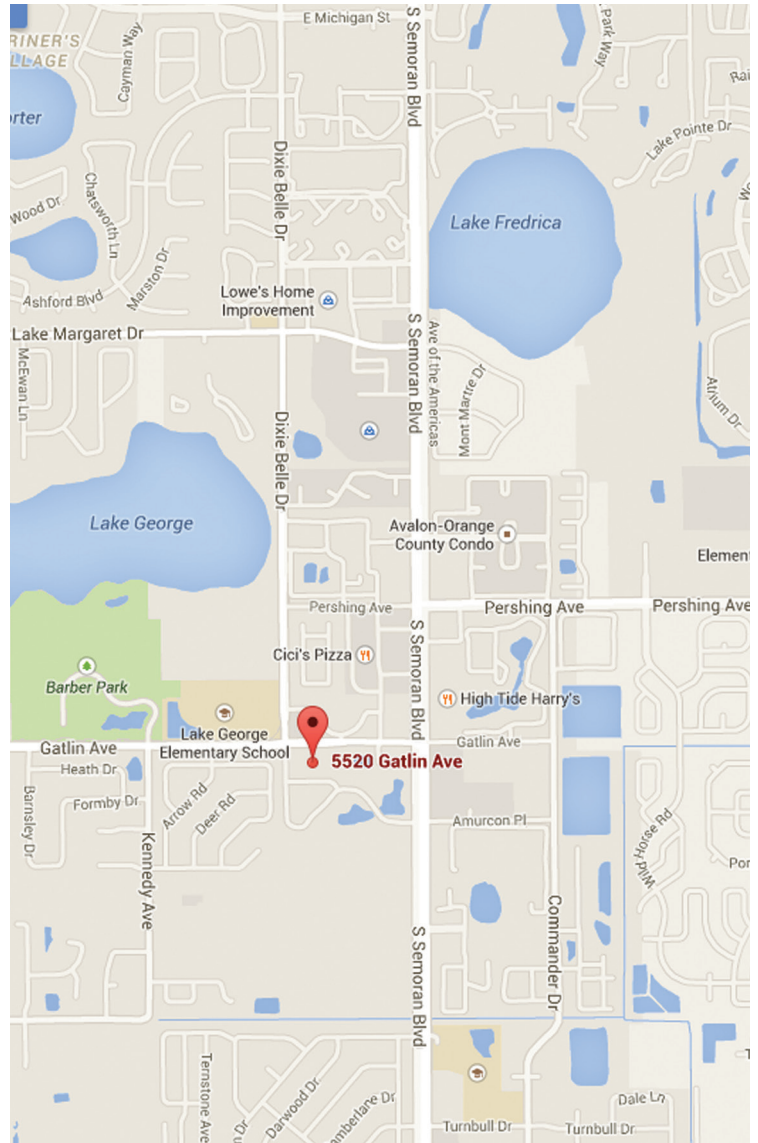
Monday – Friday
9:00 AM – 4:00 PM
Closed on federal holidays

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 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