



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](http://www.ssa.gov)

**HOURS**

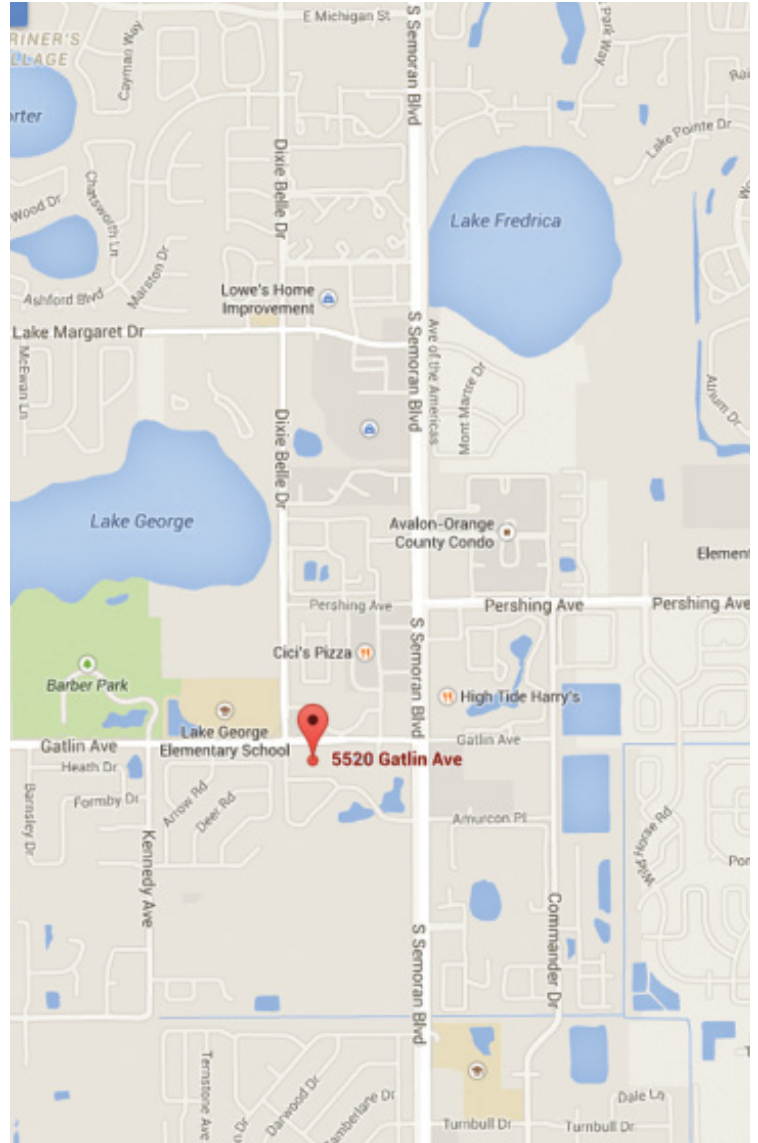
Monday – Friday  
9:00 AM – 3:00 PM  
*Closed on federal holidays*

**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](http://www.golynx.com)