



If you are an F-1 international student in lawful status and have valid U.S. work authorization, you may apply for a Social Security Number (SSN) from the U.S. **Social Security Administration** (SSA) office where you live. Please visit this site: <https://secure.ssa.gov/ICON/main.jsp#officeResults> and enter your zip code to find your local SSA office. You must be physically present in the U.S. to apply. Please call the SSA office to find out if you need an appointment or if they take walk-ins. Please also find out if the SSA office requires original employment letter and DSO letter with wet signatures, or if the SSA will accept electronic signatures/scanned documents. Prior to the pandemic, SSA required original documents.

STEPS FOR F-1 STUDENTS WITH ON-CAMPUS JOB OFFER FROM DEPAUL UNIVERSITY:

1. Obtain a letter from your employer (supervisor at DePaul) verifying that you have an on-campus job offer from DePaul. This letter must match all the criteria shown in our sample employment letter: <http://bit.ly/EmploymentLetter> ISS.
2. Request an SSN letter by logging in to https://intlportal.depaul.edu/_portal/. Select Social Security Number Letter under Student Requests.
 - List your DePaul supervisor in the approval section. They will receive an email asking them to approve. **If you do not list your supervisor's information correctly, the form will not activate and will not be processed.**
3. Receive the SSN letter from ISS. You will receive an email when it is ready for you.
4. Complete a Social Security Number and Card application: <https://www.ssa.gov/number-card/request-number-first-time>
5. Bring the following documents to the SSA Office:
 - Job offer letter signed by your supervisor (same as step 1)
 - SSN letter from ISS
 - Original SEVIS I-20 or DS-2019 form
 - I-94 record (<https://i94.cbp.dhs.gov>)
 - Valid passport
 - DePaul student ID

STEPS FOR F-1 STUDENTS ON APPROVED CURRICULAR PRACTICAL TRAINING (CPT):

- ☐ Complete a Social Security Number and Card application: <https://www.ssa.gov/number-card/request-number-first-time>
- ☐ Bring the following documents to the SSA Office: original SEVIS I-20 showing current CPT authorization and employer information (showing on page 2 of I-20 form); I-94 record: <https://i94.cbp.dhs.gov>; and valid passport. You may apply for SSN no earlier than 30 days before CPT effective start date, and it is at the discretion of the SSA to accept your application early. SSA may ask you to wait until the CPT effective start date.

STEPS FOR F-1 STUDENTS ON APPROVED OPTIONAL PRACTICAL TRAINING (OPT):

- ☐ Complete a Social Security Number and Card application: <https://www.ssa.gov/number-card/request-number-first-time>
- ☐ Bring the following documents to the SSA Office: employment authorization document (EAD) card issued by the U.S. Department of Homeland Security; original SEVIS I-20 form showing OPT; I-94 record: <https://i94.cbp.dhs.gov>; and valid passport. You may apply for SSN no earlier than 30 days before EAD effective start date, and it is at the discretion of the SSA to accept your application early. SSA may ask you to wait until the EAD effective start date.
- ☐ Note, you do not need a job offer letter from a U.S. employer to apply for SSN if you are on approved OPT authorization period.

Please Note: SSA must first verify immigration status of each F-1 student before issuing the SSN. SSA verifies your immigration status by accessing your SEVIS record through SAVE (Systematic Alien Verification for Entitlements). It may take up to **10 calendar days after your initial entry** into the U.S. before your record shows up in SAVE. You may apply for an SSN at any time, but if your information is not found in SAVE, the SSA will wait for another 10 days before attempting to verify your record. If your information is still not showing up in SAVE, the SSA must request special verification of your status from the U.S. Department of Homeland Security Immigration Status Verification unit which may take additional time.