If you are an international student in F-1 or J-1 student status and have obtained on-campus employment or authorized off-campus CPT or OPT, you may apply for a Social Security Number (SSN) from the U.S. Social Security Administration (SSA). There is no application fee, but processing times may take **as long as 12 weeks**. Follow these steps to apply:

☐ Obtain a letter from your employer verifying that you have an on-campus (or authorized off-campus) position. This letter must be on official letter-head. View an employment letter sample: http://bit.ly/EmploymentLetter_ISS
☐ Submit your employment letter to International Student and Scholar Services (ISS). *Your document will reviewed and available for pick-up at ISS within 1-2 business days from your completed request.*
☐ Request a SSN letter by logging in to https://campusconnect.depaul.edu. Click on Menu>Self Service>Student Resources>OISS Forms Requests. Your request will be reviewed within two business days and issued to you at the same time as your returned employment letter.
☐ Complete a Social Security Number and Card application. (You may obtain this from the SSA Office or download it from their website at https://ssa.gov/).
☐ In addition to your employment and status letters, bring the following to the SSA Office:
  ☐ original SEVIS I-20 or SEVIS DS-2019
  ☐ I-94 record (https://i94.cbp.dhs.gov)
  ☐ valid passport
  ☐ DePaul student ID

You may go to the following location near the loop campus from 9:00am – 4:00pm Monday through Friday to apply for your Social Security Number. For more locations, please check the Social Security Administration website at https://ssa.gov/.

Social Security Administration Office
77 W. Jackson Boulevard, Suite 300
Chicago, IL 60604
(312) 353-5179

STUDENTS ON CURRICULAR PRACTICAL TRAINING (CPT):
Students with approved CPT (reflected on page 2 of I-20) may apply for a SSN with:
☐ SEVIS I-20 that indicates your current CPT authorization and employer information.
☐ Valid passport, and I-94 record

STUDENTS ON OPTIONAL PRACTICAL TRAINING (OPT):
☐ Students with approved OPT (reflected on page 2 of I-20) may apply for a SSN with:
☐ Employment Authorization Document (EAD) Card, issued by the Department of Homeland Security. Apply for a Social Security Card on or after the valid date indicated on your EAD.
☐ SEVIS I-20 indicating OPT approval, Valid passport, and I-94 record

Special Note:
SSA must first verify the immigration status of each F-1 or J-1 student before issuing a Social Security Number (SSN). SSA verifies your immigration status by accessing your SEVIS record through SAVE (Systematic Alien Verification for Entitlements). Please note that 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 Department of Homeland Security Immigration Status Verification unit which may take additional time.