

SOCIAL SECURITY NUMBER (SSN)

INSTRUCTIONS FOR STUDENTS WITH ON-CAMPUS EMPLOYMENT

International students who are authorized for on-campus employment are eligible to apply for a U.S. Social Security Number (SSN). Applications for the number must be made in person at a local Social Security Administration (SSA) office, after which the SSN is mailed within 4-6 weeks. New students must wait at least ten (10) business days after completing Status Verification with ISSS to apply for an SSN.

Going to the SSA office may be time-consuming and take 2-3 hours. Please allot sufficient time when visiting the SSA office. Additionally, failing to have all the required documents may either delay your application or result in denial.

REQUIRED DOCUMENTS

The following documents must be submitted to the SSA office to apply for an SSN:

- ☐ **Employment Confirmation Form from your USF Employer**
This letter must be printed on Supervisor's Department Letterhead. The form can be downloaded and printed at (myusf.usfca.edu/iss/apply-for-social-security-number).
- ☐ **Completed Application for a Social Security Card (Form SS-5)**
Form SS-5 is available at SSA offices or can be downloaded and printed at (www.socialsecurity.gov/online/ss-5.pdf).
- ☐ **Passport**
An unexpired, foreign passport is required. Photocopies are not accepted.
- ☐ **Form I-94 or Admissions Stamp**
Form I-94 can be printed at (i94.cbp.dhs.gov). The admissions stamp must be in the unexpired, foreign passport.
- ☐ **I-20 (for F-1 students) or DS-2019 (for J-1 students)**
Your latest original I-20 or DS-2019. Please download and print out the I-20 and sign with ink. Photocopies are not accepted.

Please note that F-1 students working on-campus are not eligible to apply for a Social Security Number (SSN) more than 30 days before their work authorization start date.

SSA LOCATIONS

The Social Security Administration (SSA) has various offices in San Francisco. However, you are free to go to whichever office is nearest to you. Below are five offices that are near USF Hilltop Campus:

Chinatown	560 Kearny St (at Sacramento St)	San Francisco, CA 94108
Mission District	1098 Valencia St (at 22nd St)	San Francisco, CA 94110
South of Market (SOMA)	90 7th St, 1st Floor (at Mission St)	San Francisco, CA 94103
Daly City	355 Gellert Blvd	Daly City, CA 94015
Oakland	360 22nd St #400	Oakland, CA 94612

ADDITIONAL PROCEDURES & INFORMATION

SSA HOURS OF OPERATION

Below are the SSA hours of operations at all offices. Please check the office nearest you for any closures or special operating hours.

Mon, Tue, Thu, Fri: 9:00 am – 4:00 pm

Wed: 9:00 am – 12:00 pm

SSA CONTACT INFORMATION

SSA does not publish the phone numbers of any local office.

You are able to contact SSA toll-free at **1-800-772-1213** (TTY **1-800-325-0778**).

By calling **1-800-772-1213**, you can use SSA's automated telephone services to get recorded information and conduct some business 24 hours a day. If you cannot handle your business through SSA's automated services, you can speak to a Social Security representative between 7 am and 7 pm, Monday through Friday.

Generally, you'll have a shorter wait time if you call during the week after Tuesday. If you are deaf or hard of hearing, call our toll-free TTY number, 1-800-325-0778, between 7 am and 7 pm Monday through Friday.

You may also visit (www.ssa.gov/agency/contact) to email SSA with any questions you may have.

NEXT STEPS

- Once your Social Security Card arrives, you must bring it to the **Student Employment Office at Lone Mountain Main 203 so that Student Employment can record it for wage and tax reporting purposes.**
- You have **45 days** from your Date of Hire to submit your Social Security Card to the **Student Employment Office.**
- If you need an extension to the 45-day grace period, you should contact:
 - **Office of Student Employment at (415) 422-6770**
 - **Payroll Services Department at (415) 422-6521**
- **Complete a Change of Personal Data webform with the Office of the University Registrar to update your student record.**

KEY TIPS

1. Remember to keep your SSN in a safe place and only carry it with you when necessary.
2. Do not allow others to use your SSN as their own.
3. The SSN assigned to you is valid for your lifetime.

SSN FREQUENTLY ASKED QUESTIONS

Do I need a Social Security number before I start working?

SSA does not require you to have a Social Security number before you start work. However, the Internal Revenue Service requires employers to report wages using a Social Security number. While you wait for your Social Security number, your employer can use a letter from SSA stating that you applied for a number. Your employer may use your immigration documents as proof of your authorization to work in the United States. Employers can find more information on the Internet at (www.socialsecurity.gov/employer/hiring.htm).

Can I laminate my Social Security card?

Do not laminate your card. Lamination prevents detection of many security features. However, you may cover the card with plastic or other removable material if it does not damage the card.