



How to apply for a Social Security Number (SSN) as an International Student

In order to apply for a Social Security card, you **MUST** go through the process below and have the following original documents with you when you apply:

1. A valid passport & Cooper Union student ID (passport must be valid at least six months beyond the time of your appointment).
2. A printout of your most recent I-94 record from (www.i94.cbp.dhs.gov).
3. A Cooper Union I-20 (make sure it is signed by you and your DSO, designated school official. Your DSO's signature can be electronic but your signature must be a wet signature).
4. For F-1 students, you need **ONE** of the following employment authorization documents:
 - o On-campus employment offer letter with hiring manager's original wet signature ([Offer Letter Template](#))*
 - o Curricular Practical Training (CPT) authorized I-20, and employment offer letter
 - o Employment Authorization Document (EAD) from the U.S. Citizenship and Immigration Services (USCIS)
5. A DSO status verification letter with original wet signature. To request this, you must email a copy of your employment authorization document to the ISSO (international@cooper.edu) at least 5 days prior to your Social Security visit.
6. Start the application process online at www.ssa.gov/number-card, then visit your nearest Social Security Office. (you may not apply for a social security number more than 30 days before your employment start date).

**On-campus employment: Do not start working until you have applied at the social security office and uploaded the approval notice [here](#) for payroll. If you experience any delays or complications after applying, please reach out to your DSO at international@cooper.edu for further assistance.*

For your local Social Security Office locations, go to <http://www.socialsecurity.gov/locator>, or call 1-800-772-1213. It takes several weeks for a social security number and card to be issued. It will be mailed to the address you provided on the application.

Students who live in Manhattan:
Manhattan Social Security Card
Center 123 William Street, Third Floor
New York, NY 10038

Students who live in Brooklyn:
Brooklyn Social Security Card Center
154 Pierrepont Street, Sixth Floor
Brooklyn, NY 11201

Students who live in Queens:
Queens Social Security Card Center
155-10 Jamaica Avenue, Second Floor
Jamaica, NY 11432



International Students and Social Security Numbers

Are you temporarily in the United States to attend a college, language, vocational, or nonacademic school with a nonimmigrant **F-1**, **M-1**, or **J-1** student classification? Your school may ask you for your Social Security number. Some colleges and schools use Social Security numbers as student identification numbers. If you don't have a Social Security number, the college or school should be able to give you another identification number.

Social Security numbers generally are assigned to people who are authorized to work in the United States. Social Security numbers are used to report your wages to the government and to determine eligibility for Social Security benefits. Social Security will not assign a number to you just to enroll in a college or school.

If you want to get a job on campus, you should contact your designated school official for international students. This official can tell you if you're eligible to work on campus and can give you information about available jobs. Also, your school may approve certain limited off-campus employment, as permitted under Department of Homeland Security (DHS) regulations. **If your school has authorized you to work either on or off campus, and you meet Social Security's eligibility requirements described in the next section, you can get a Social Security number.**

In general, only noncitizens who have DHS' permission to work can apply for a Social Security number. We suggest you wait 48 hours after reporting to your school before you apply for a Social Security number. This waiting will help ensure we can verify your immigration status with the DHS.

To apply for a Social Security number at your local Social Security office:

- Complete an Application for a Social Security card (SS-5); and
- Show us documents proving your:

- Work-authorized immigration status;
- Age; and
- Identity.

Immigration status

To prove your immigration status, you must show us a current admission stamp in your unexpired foreign passport and *Arrival/Departure Record* (Form I-94), if available. If you're an F-1 or M-1 student, you must also show us your *Certificate of Eligibility for Nonimmigrant Student Status* (Form I-20). If you're a J-1 exchange visitor, you must show us your *Certificate of Eligibility for Exchange Visitor Status* (Form DS-2019).

Work eligibility

If you're an F-1 student and eligible to work on campus, you must provide a letter from your designated school official that:

- Identifies you;
- Confirms your current school status; and
- Identifies your employer and the type of work you are, or will be, doing.

We also need to see evidence of that employment, such as a recent pay slip or a letter from your employer. Your supervisor must sign and date the employment letter. This letter must describe:

- Your job;
- Your employment start date;
- The number of hours you are, or will be, working; and
- Your supervisor's name and telephone number.

If you're an F-1 student authorized to work in curricular practical training (CPT), you must provide us your Form I-20 with the employment page completed and signed by your school's designated official.

If you're an F-1 or M-1 student and have a work permit (Form I-766) from the DHS, you must present it.

If you're a J-1 student, student intern, or international visitor, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

We cannot process your application if:

- Your on-campus or CPT work begins more than 30 days from your application date; or
- The employment start date on your work permit from the DHS (Form I-766) is a future date.

Age

You must present your foreign birth certificate if you have it or can get it within 10 business days. If you can't present your foreign birth certificate, we can consider other documents, such as your passport or a document issued by the DHS, as evidence of your age.

Identity

We can only accept certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information, and preferably, a recent photograph. Social Security will ask to see your current unexpired foreign passport with DHS issued immigration documents.

All documents must be either originals or copies certified by the issuing agency. We cannot accept photocopies or notarized copies of documents. We also cannot accept a receipt showing you applied for the document. We may use one document for two purposes. For example, we may use your admission stamp in the unexpired foreign passport as proof of both work eligibility and identity.

We don't require you to have a Social Security number before you start work. However, the Internal Revenue Service (IRS) 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 us 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***.

Contacting Social Security

The most convenient way to contact us anytime, anywhere is to visit ***www.socialsecurity.gov***. There, you can: apply for benefits; open a *my* Social Security account, which you can use to review your *Social Security Statement*, verify your earnings, print a benefit verification letter, change your direct deposit information, request a replacement Medicare card, and get a replacement SSA-1099/1042S; obtain valuable information; find publications; get answers to frequently asked questions; and much more.

If you don't have access to the internet, we offer many automated services by telephone, 24 hours a day, 7 days a week. Call us toll-free at **1-800-772-1213** or at our TTY number, **1-800-325-0778**, if you're deaf or hard of hearing.

If you need to speak to a person, we can answer your calls from 7 a.m. to 7 p.m., Monday through Friday. We ask for your patience during busy periods since you may experience a higher than usual rate of busy signals and longer hold times to speak to us. We look forward to serving you.



Securing today
and tomorrow

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