Applying for a U.S. Social Security Number (SSN)

Instructions for F-1 and J-1 Students

When to Apply:
Your ability to apply for the SSN will depend on your immigration category. J-1 students are eligible upon entry to the U.S. in valid status. F-1 students are eligible once they secure an on-campus job or are authorized for off-campus employment (via CPT, OPT, etc.). Many F-1 students are employed on-campus through either a service-based award, Focus Group, or other student position. If your academic program requires a working relationship (including an assistantship, fellowship, or service-based stipend), the University needs your SSN for tax purposes as soon as possible. You should wait to apply at least 1 week after your entry to the U.S. and completion of your ISO Immigration Check-In. This will allow time for necessary government database updates to be processed.

Application Procedures (F-1 & J-1 Students only)
The ISO assists all eligible F-1 and J-1 students in applying for their SSN and coordinating required documents with other campus offices. When appropriate information is available, our office is able to monitor pending applications with the Social Security Administration and to help resolve any delays and errors. You are responsible for completing the following steps of the application process:

1. Report to ISO for instructions and to collect verification letter of SSN Eligibility, as available
2. Prepare SSN application and supporting documents (see below)
3. Visit local Social Security Administration office to submit the application
4. Submit copy of SSN Receipt to ISO: Visit, Fax (585-276-2943), or Campus Mail (213 Morey Hall)
5. Pick-up SSN card from ISO once your card arrives by mail; ISO will send email notification
6. Focus Group Participants: You must attend your scheduled Focus Group & accept payment

Required Documents
When applying for your Social Security Number, the following materials will be required:

1. Form SS-5 Application (available in ISO or online www.socialsecurity.gov/online/ss-5.pdf):
   • Name (#1): Print your name exactly as it is listed on your I-20 or DS-2019
   • Citizenship (#5): Mark the box for “Legal Alien Allowed to Work”
   • Mailing Address (#16): C/O University of Rochester
     213 Morey Hall, PO Box 270446
     Rochester, NY 14627-0446

2. Certification of SSN eligibility and valid immigration status:
   • F-1: Verification of F-1 On-Campus Employment letter (issued by UR hiring department)
     or I-20 showing ISO authorization for Curricular Practical Training
     or EAD card issued by USCIS for authorized Optional Practical Training
   • J-1: Social Security Eligibility letter (issued by ISO)
     or DS-2019 and ISO authorization letter for Academic Training

3. Original immigration documents:
   • I-20 or DS-2019, Passport, and I-94 card or I-797 Approval Notice for Change of Status

Additional Information is online: www.iso.rochester.edu/living/ssn/index.html
Please visit our website to find more details on U.S. Social Security Numbers, Rochester area office locations and directions, valid business purposes for disclosing your SSN, and protecting your financial identity in the U.S.