Social Security Card Application Checklist

**Checklist for F-1 Visa Holders Applying for a Social Security Number (SSN)**

**1. Confirm Eligibility**

* You must have secured on-campus employment.
* F-1 students are not eligible for an SSN unless they have employment authorization.

**2. Gather Required Documents**

 **Completed SSN Application Form (SS-5)**

**Valid Passport**

**Form I-94** (Arrival/Departure Record, print from [https://i94.cbp.dhs.gov](https://i94.cbp.dhs.gov/))

**Form I-20** (Certificate of Eligibility for Nonimmigrant Student Status, signed by your Designated School Official [DSO])

**Employment Authorization:**

* + For on-campus employment: A job offer letter from your employer and a letter from your DSO with the employment start date.

**3. Obtain Required Letters**

**On-campus employment:** Obtain a job offer letter from your campus employer and a letter from your DSO confirming your employment eligibility and employment start date.

**4. Submit Your Application**

* Submit your completed SS-5 form and supporting documents in person.

**6. Wait for Processing**

* The SSA will process your application. You should receive your SSN card by mail within 2–4 weeks.

**7. Notify Your Employer**

* Once you receive your SSN, provide it to your employer for payroll and tax purposes.