

Applying for a social security card

Federal regulations will allow an F-1 student to apply for a Social Security Number (SSN) if the student has a job offer. Once a student finds employment in accordance to F-1 regulations the student may apply for an SSN. Please note F-2 dependents are not eligible for employment and therefore not eligible to apply for an SSN.

IMPORTANT: Initial arrival students must wait at least 15 days after the new student orientation before they are eligible to apply for a Social Security Number. If a new student applies too early the process may take up to 3 months as opposed to the estimated 2-3 weeks.

APPLICATION INSTRUCTIONS:

1. Receive a job offer letter from your employer. (ISO may provide a sample letter for your employer if needed.)
2. Request an SSN letter via OrgSync from ISO verifying your F-1 status. The link to the form can be found [here](#).
3. Request the verification of enrollment from the Registrar's office. More information can be found [here](#).
4. Complete the Social Security Application. You can find the application [here](#). You can complete the form online but you must print it and take with you for step 5. Please note you must fill the form in its entirety, including the information regarding your parents (even if they do not have an SSN).
5. Visit the Social Security Administration Office to submit your application. Please be aware it may take up to 2-3 hours to speak with a representative, so make sure you have time to wait.
6. Be (more) patient – you should receive your card approximately 2-3 weeks after you apply. Your card will resemble the following:



BE SURE TO TAKE ALL OF THE ITEMS LISTED BELOW (you must take originals and the representative will make copies):

1. Job offer letter from employer
2. Letter from ISO verifying status and employment eligibility
3. Verification of enrollment from the Registrar's office
4. Passport
5. I-94 (you can print a copy by clicking [here](#))
6. Signed I-20

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You may apply at any Social Security Administration (SSA) Office. However, the nearest SSA office to UNTHSC is: 819 Taylor St., Fort Worth, TX 76102.

