INSTRUCTIONS TO REQUEST A SOCIAL SECURITY NUMBER

1. Fax the following required documents to the closest Social Security Administration (SSA) Office near you, based on your current address/mailing zip code.

   Students living in the West Los Angeles area can fax their documents to Fax Number: (833) 950-2114

   **If you are currently not in the West Los Angeles Area, please locate your nearest SSA Office online:
   https://www.ssa.gov/locator/**

   For Students with On-Campus Employment or Off-Campus Employment with CPT Authorization
   - Completed Form SS-5
   - Copy of Dashew Center Social Security Support Letter
   - Copy of your Employment Verification/Job Offer Letter – must include employer signature
   - I-94 Admission Record
     - Access your I-94 Admission Record on the I-94 Website
   - Copy of page 1 of UCLA I-20 (only applicable for on-campus employment)
   - Copy of CPT I-20 (pages 1 & 2, only applicable for CPT employment)
   - Copy of passport biographical page

   For Students Engaging in OPT
   - Completed Form SS-5
   - Copies of the front and back of your Employment Authorization Document (EAD)
   - Copy of your Employment Verification/Job Offer Letter – must include employer signature
   - I-94 Admission Record
     - Access your I-94 Admission Record on the I-94 Website
   - Copy of OPT I-20 (pages 1 & 2)
   - Copy of passport biographical page

2. The SSA Office will review your application and contact you within 3-4 weeks to schedule an in-person interview at their office. *(Note: The SSA Office currently has limited services due to local health and safety conditions and staffing, so extended wait times may apply. In-person visits are by appointment only.)*

   West Los Angeles Office Location
   - Address: 11500 W. Olympic Blvd., Suite 300 Los Angeles, CA 90064
   - Phone: (800) 772-1213
   - Website: https://www.ssa.gov/

   **If you are currently not in the West Los Angeles Area, please locate your nearest SSA Office online:
   https://www.ssa.gov/locator/**

3. Upon successful submission of your SSN application, you will receive a receipt from the SSA acknowledging that your application has been accepted. You can show this receipt to your employer if they request your SSN, but you have not yet received your Social Security card. The SSA will mail your Social Security card to your address 3-4 weeks after your in-person interview.

How to Fax Your Documents:
Option 1: In-person fax services at your local FedEx Office
Option 2: Online fax service such as FaxZero (https://faxzero.com/)

SSN Restrictions:
- Newly-admitted students must wait at least 10 days after their SEVIS record has been registered to apply for a SSN.
- Students can apply for a SSN as early as (but no earlier than) 30 days before their paid employment start date.

For complete details on the SSN application process, please visit: https://www.ssa.gov/ssnumber/