UCLA | **Dashew Center**
for International Students & Scholars

106 Bradley International Hall
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Los Angeles, CA 90095-1379
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INSTRUCTIONS TO REQUEST A SOCIAL SECURITY NUMBER

1. Gather required documents and submit your SSN request to the Social Security Administration (SSA) Office nearest you, based on your current address/mailing zip code.

    - Completed Form SS-5
    - I-94 Admission Record
        o Access your I-94 Admission Record on the I-94 Website
    - Valid UCLA DS-2019
    - Original passport
    - Dashew Center Social Security Support Letter – *paper-format with wet signature*
        o Letter only required for J-1 Students and Non-Degree Students

2. Visit the nearest Social Security Administration Office. Walk-ins are available; however, wait times may be long. Please plan accordingly. Students living in West Los Angeles can submit their SSN application at the following location:

    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.

SSN Restrictions:

- It is recommended that new exchange visitors wait at least *__10__* days after their SEVIS record has been registered to apply for an SSN with SSA.
- Exchange visitors can only apply for an SSN with SSA as early as (but no earlier than) *__30__* days before their employment start date.

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