

## **INSTRUCTIONS TO REQUEST A SOCIAL SECURITY NUMBER**

1. Fax the following required documents to the Social Security Administration (SSA) Office in West Los Angeles. Fax Number: (833) 950-2114

- Completed [Form SS-5](#)
- Copy of Dashew Center Social Security Letter
- Copy of your Employment Verification/Job Offer Letter
- I-94 Admission Record
  - Access your I-94 Admission Record on the [I-94 Website](#)
- Copy of page 1 of UCLA DS-2019
- Copy of passport biographical page

2. The SSA Office will review your application and contact you to schedule an in-person interview at their West Los Angeles Office. The SSA currently has limited services, so please be prepared for extended wait times.

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 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](#)

### **Restrictions**

- Newly-admitted exchange visitors must wait at least 10 days after their SEVIS record has been registered to apply for a SSN.
- Exchange visitors 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/>



Directions to 11500 W Olympic Blvd, Los Angeles, CA 90064  
3.1 mi – about 10 mins

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