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.

   **For Students with On-Campus Employment or Off-Campus Employment with CPT Authorization**
   - Completed Form SS-5
   - Dashew Center Social Security Support Letter – *paper-format with wet signature*
   - Printout of Employment Verification/Job Offer Letter – *must include employer signature (wet signature if possible)*
   - I-94 Admission Record
     - Access your I-94 Admission Record on the [I-94 Website](https://www.ssa.gov/)
   - Valid UCLA I-20 (only applicable for on-campus employment) – *paper-format with wet signature*
   - UCLA CPT I-20 (pages 1 & 2, only applicable for CPT employment) – *paper-format with wet signature*
   - Original passport

   **For Students Engaging in OPT**
   - Completed Form SS-5
   - Original Employment Authorization Document (EAD) card
   - Printout of Employment Verification/Job Offer Letter – *must include employer signature (wet signature if possible)*
   - I-94 Admission Record
     - Access your I-94 Admission Record on the [I-94 Website](https://www.ssa.gov/)
   - UCLA OPT I-20 (pages 1 & 2) – *paper-format with wet signature*
   - Original passport

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/](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/](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:**
- Newly-admitted students must wait at least 10 days after their SEVIS record has been registered to apply for a SSN with SSA.
- Students can only apply for a 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/](https://www.ssa.gov/ssnumber/)

If you need a *paper-format I-20*, please submit an I-20 request to the Dashew Center. I-20 request options can be found on the following Dashew Center website: [https://internationalcenter.ucla.edu/f-1-students/documents-forms](https://internationalcenter.ucla.edu/f-1-students/documents-forms)

*Please note: SSN application instructions are subject to change by SSA without prior notice*

- A Department of Student Affairs