

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

1. Prepare the required documents for your Social Security Number (SSN) request and submit it online to the Social Security Administration (SSA): <https://www.ssa.gov/number-card/request-number-first-time>.

### **For Students with On-Campus Employment or Off-Campus Employment with CPT Authorization**

- Completed Form SS-5 (<https://www.ssa.gov/forms/ss-5.pdf>)
- Dashew Center SSN Support Letter
  - *SSN Support Letter with wet signature from the Dashew Center.*
- Employment Verification / Job Offer Letter
  - *Employment Letter must include employer signature.*
    - *On-campus employment requires a wet signature from the campus employer.*
- Copy of I-94 Admission Record (<https://i94.cbp.dhs.gov/I94/#/recent-search>)
- UCLA I-20
  - *Students must print their UCLA I-20 and provide their wet signature on it.*
  - *CPT Employment must have CPT authorization listed on page two of the I-20.*
- Passport

### **For Students Engaging in OPT**

- Completed Form SS-5 (<https://www.ssa.gov/forms/ss-5.pdf>)
- Copies of the front and back of your Employment Authorization Document (EAD)
- Copy of your Employment Verification / Job Offer Letter
  - *Include employer signature (wet signature when possible)*
- Copy of I-94 Admission Record (<https://i94.cbp.dhs.gov/I94/#/recent-search>)
- UCLA OPT I-20 (pages 1 & 2)
  - *Students must print their UCLA I-20 and provide their wet signature on it.*
- Passport

2. If you're in the U.S., you can first apply online, then go to your local Social Security office to provide your documentation in-person. Alternatively, walk-ins without submitting online are possible but wait times may be long. The local Social Security Administration (SSA) office for the West Los Angeles area is:

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 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. Once your application is approved, you should receive a Social Security card with your number on it by mail within 14 days.

### **SSN Application Reminders:**

- Newly admitted students must wait at least **10** days after the program start date listed on page one of their I-20.
- Students can apply for an SSN 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/number-card>