HOW DO I APPLY FOR A SOCIAL SECURITY NUMBER?

You will need to:

- be in valid/lawful F-1 or J-1 visa status
- have been offered a job
- submit a letter from your employer\(^1\) (SSA Employer Form Letter attached for use by employer) to Toyin Ayeni, International Student and Scholar Services Coordinator, CIE for authorization. This letter will be authorized and returned to you for submission to the SSA as part of your application.
- submit a completed Social Security Card application (attached)
- present your valid Passport
- present your valid I-20 or DS-2019
- present your I-94 Card (small white card inside your passport)
- apply in person at the U.S. Social Security Administration, 100 Arch Street, New Britain, CT (There is no fee for this application).

\[ \text{Tel: 860.229.4844} \]

- request a receipt or some type of proof that you have applied for your number. (This documentation will help you begin your employment on campus if there is a delay in receiving your Social Security Card.)

The Social Security Administration is required to confirm the immigration status of non-immigrant applicants through the U.S. Citizenship and Immigration Services. Upon confirmation, an official Social Security Card with your individual Social Security Number will be mailed to the address listed on your application, usually within 2 weeks. Any inconsistency of information will delay the issuance of your Card by up to 12 weeks.

Report your Social Security Number to:

- CIE (we will update our immigration database)
- Registrar’s Office (they will update the campus-wide computer system)
- Campus Employer: Human Resources, Sodexho or Bookstore

\(^1\) As of 09/01/2004, the U.S. Social Security Administration requires proof of employment when applying for a U.S. Social Security Number. The information requested on the SSA Employer Form Letter meets guidelines put forth by the U.S. Social Security Administration.