



## HOW TO OBTAIN A SOCIAL SECURITY NUMBER (SSN)

### Who can apply?

F-1 and J-1 students who are authorized for employment can apply for an SSN.

- F-1 and J-1 students who are working on-campus at UCCS
- F-1 students authorized for CPT (Curricular Practical Training), OPT (Optical Practical Training), working with an international organization or economic hardship employment
- J-1 students authorized for Academic Training

**NOTE** - if you are an F-1 or J-1 student and are not employed or authorized for employment and do not have UCCS income, then you are not eligible for an SSN.

### Where to apply?

Social Security Office, 2306 E Pikes Peak Ave, Colorado Springs, CO 80909, Phone: 888-880-0688

**Hours:** Monday 9:00am-4:00pm  
Tuesday 9:00am-4:00pm  
Wednesday 9:00am-4:00pm  
Thursday 9:00am-4:00pm  
Friday 9:00am-4:00pm  
Saturday and Sunday and National Holidays: CLOSED

To see other locations and to confirm their hours, visit their webpage: <https://www.ssa.gov/locator>.

Complete an Application for a Social Security Card (Form SS-5); this is available at the Social Security Office or download it at <https://www.ssa.gov/forms/ss-5.pdf> before visiting the office. Be sure to put your name on the form exactly as it is on your passport and U.S. visa.

### How to apply if you have on-campus employment?

1. If you work on campus, make sure that you are enrolled full-time and that your current local address is updated in your UCCS portal.
2. Email your UCCS employment letter (SEPO) to the International Affairs (IA) Office at to [international@uccs.edu](mailto:international@uccs.edu) to request a support letter. Please note, your name on the SEPO MUST match your passport name AND must be signed by you and your supervisor. We will email you within 3 business days when the letter is ready.
3. Go to the local Social Security Office with the following documents:
  - a. Unexpired passport (valid at least six months into the future)
  - b. I-94 record showing your correct unexpired F-1 or J-1 status in the U.S.
  - c. UCCS I-20 or DS-2019
  - d. UCCS ID card or another photo ID
  - e. SEPO
  - f. Support Letter from IA Office

**Note:** J-1 students whose DS-2019 was not issued by UCCS will need to obtain an SSN letter from the program sponsor as on the DS-2019, NOT from IA.

## **How to apply if you have authorized off-campus employment?**

### F-1 Students with CPT:

Go to the Social Security Office with the following documents:

- a. Application for Social Security Card
- b. Unexpired passport (valid at least six months into the future)
- c. I-94 record
- d. UCCS I-20 with Curricular Practical Training Authorization
- e. UCCS ID card or another form of photo ID

### F-1 Students with OPT or Economic Hardship Authorization:

Go to the Social Security Office with the following documents:

- a. Application for Social Security Card
- b. Unexpired passport (valid at least six months into the future)
- c. I-94 record
- d. UCCS I-20 with OPT employment or economic hardship request 'Approved'
- e. UCCS ID card or another form of photo ID
- f. Your Employment Authorization Document (EAD) card, on or after the date it is active.

### J-1 Students with Academic Training Authorization:

Go to the Social Security Office with the following documents:

- a. Application for Social Security Card
- b. Unexpired passport (valid at least six months into the future)
- c. I-94 record
- d. UCCS DS-2019 with Academic Training Authorization
- e. UCCS ID card or another form of photo ID
- f. Academic Training letter from UCCS/your program sponsor

## **Lost Your Social Security Card?**

It is important that you protect your SSN and guard yourself against identity theft. If you lose your SSN card you will need to apply for a replacement if you have an on-campus job or are authorized to work off-campus. You should never apply for a new number in any case.

### **Your SSN and Security:**

You should keep your SSN card and the number itself secure and provide only as needed to U.S. government agencies or credible financial institutions. Never provide your full SSN to anyone by email or over the phone.