

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 all national holidays: CLOSED

Other SSA offices location/hours can be found on this webpage: <https://www.ssa.gov/locator>. We recommend that you check the above schedule on the webpage to confirm it is still current.

Complete an Application for a Social Security Card (Form SS-5); this is available at the Social Security Office or you may 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 US 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 CU-SIS portal.
2. Bring your copy of your UCCS employment letter to the International Affairs office (Copper House 9202) or email to international@uccs.edu (in the email you should request an SSN letter from your international student adviser). This is a drop-off service that does not require you to see your adviser. Please note, your name on the letter MUST match your passport name, and the letter must be signed by your supervisor in blue ink.
3. Collect your IA approved SSN letter (we will email you within 3 business days when the letter is ready).
4. Go to the local SSA 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. Job offer letter
- f. Letter from your international student advisor

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's important that you protect your SSN and guard yourself against identity theft. If you lose your SSN card you will need to reapply for a replacement. You should NOT apply for a new number in any case. You can only apply for a replacement card if you are authorized to work off-campus or have an on-campus job at UCCS.

Your SSN and Security:

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