

How to Apply for a Social Security Number

F-1 Students Engaged in On-Campus Employment

A Social Security Number is required to report wages to the U.S. government. International students (F-1 status) are eligible to apply for a Social Security Number (SSN) only if they have an offer of employment. We recommend that you consult an international student advisor to ensure that you are authorized to work.

When to Apply:

- Upon receiving an employment offer, you must wait 2 weeks (14 days) after your entry into the U.S. to apply.
- You may not apply prior to the start date listed on your employment offer letter.
- If you are authorized to work on campus, you must apply for a social security number on acceptance of job offer (ask for a receipt that will verify the submission of SSN application).
- It typically takes 2-4 weeks to receive your SSN after applying.

Documents Needed to Apply:

You must apply in person at the Social Security Administration office and have the following documents available:

Social Security Card Application available at the Social Security office or click [here](#).

- Valid passport
- Current I-94 card
- F-1 visa
- Form I-20 with port of entry stamp and most current I-20, if applicable
- Certified or original birth certificate (recommended but not required)

An employment verification letter must be submitted to an FSW DSO for a DSO stamp before it can be taken to the Social Security Administration office. The letter must be on letterhead and include:

- Name of student
- Nature of the job
- Employment start date
- Number of employment hours per week
- Employer identification number
- Supervisor name, telephone, and signature

Where to Apply: Social Security Administration Office

Social Security Administration Office Locations		
4220 Executive Circle, Suite 25 Fort Myers, Florida 33916 Phone: 1-800-772-1213 TTY: 1-800-325-0778	1600 Tamiami Trail Suite 200 Port Charlotte, Florida 33948 Phone: 1-800-772-1213 TTY: 1-800-325-0778	2659 Professional Circle #1114 Naples, FL 34119 (800) 772-1213