



How to Apply for a Social Security Number

The Social Security Number (SSN) is a U.S. taxpayer identification number. It is only for use related to U.S. employment.

- International students who are authorized to work in the U.S. and have a job offer may apply for a SSN.
- The SSN does not represent permission to work, nor is it proof of U.S. citizenship or permanent residence.
- Once you get a SSN, it is your number forever and may be used on future visits to the U.S.
- You should not have more than one SSN.

STEP 1: Complete Hiring Paperwork

On-campus Job:

1. When you are offered an on-campus job you will receive either a New Hire EPAF (Electronic Personnel Action Form) email or work with your employer to fill in a hiring document.
2. Request an SSN letter by filling in the 'SSN Letter Request' form at <https://internationalforms.hofstra.edu>. You must upload:
 - Your signed Hofstra hiring document or New Hire EPAF email (whichever one your employer provides)
 - A description of your job responsibilities
3. Follow the instructions in STEP 2 below.

Off-campus Job: We will give you a SSN letter and printed I-20 when we process your CPT. Then, follow the steps below.

STEP 2: Apply for the SSN

1. You must make an appointment before you go to your local Social Security Administration (SSA) office. Fill in the SSN application and schedule an appointment at <https://www.ssa.gov/number-card/request-number-first-time>.
 - The SSA location you should visit depends on your residence's zip code. Check where to go at <https://secure.ssa.gov/ICON/main.jsp>.
2. We will email you when the letter and printed I-20 are ready for pick up closer to your appointment date.
3. Bring these documents to the SSA:
 - Physical, hand signed I-20
 - SSN letter issued by immigration advisor
 - Most recent I-94 arrival record
 - Valid passport and valid visa
 - Signed hiring offer letter/documents that includes your name, describes your job, start date, number of work hours per week, and your supervisor's contact information
4. At the SSA, get a receipt notice as proof you applied for the SSN. If you have an on-campus job, email the SSA receipt notice to Student Employment at student-employment@hofstra.edu.
5. The SSA will mail your Social Security Card to the address you entered on your SSN application within 1-2 weeks.

STEP 3: Share Your SSN with Your Employer - *Do NOT email images of your SSN card!*

- **On-campus Job:** Email Student Employment to tell them you got your SSN card and wait for their instructions.
- **Off-campus Job & Jobs at Campus Dining (Compass) or Hofstra Summer Camps:** Directly contact your employer.

