How to apply for a Social Security Number (SSN)

For more information, visit bit.ly/getanssn.

- In order to apply for a card, you MUST have all of the following:
  - An unexpired passport (valid at least six months into the future)
  - A printout of your I-94 record marked F-1 or J-1 and D/S
  - An NYU I-20 or DS-2019
  - An NYU ID card or other form of photo ID
  - A completed SS-5 application form
  - Proof of work authorization for F-1 students (one of the following):
    - An Employment Authorization Document (EAD) from the government,
    - Curricular Practical Training I-20,
    - An on-campus job letter and the OGS verification letter.
    (The format for the NYU job offer letter can be found here - bit.ly/nyu-job-offer-letter. The NYU hiring area must copy the letter onto department letterhead and complete the required information. The letter with the photocopy of the F-1 I-94 record must be uploaded to OGS Online for processing. Within five business days your OGS verification letter will be ready.)
  - Proof of work authorization for J-1 students:
    - A work authorization letter from the program sponsor.

- Students with Curricular Practical Training or on-campus work authorization may apply no earlier than 30 days before authorized to work.

- Students with an EAD must wait until the EAD start date has been reached before making an application.

- Ask for a receipt at the time you apply for a number. If working on-campus, the receipt is required to complete your on-campus tax paperwork before the Social Security number is issued.

- Where to apply:

  Students who live in Manhattan must apply at:
  Manhattan Social Security Card Center
  123 William Street, Third Floor
  New York, NY 10038.

  Students who live in Brooklyn must apply at:
  Brooklyn Social Security Card Center
  154 Pierrepont Street, Sixth Floor
  Brooklyn, NY 11201.

  Students who live in Queens must apply at:
  Queens Social Security Card Center
  155-10 Jamaica Avenue, Second Floor
  Jamaica, NY 11432.

For locations of other Social Security Offices go to http://www.socialsecurity.gov/locator, or call 1-800-772-1213. All Social Security offices are open Monday-Friday, 9:00 am-4:00 pm. Also, each office is open one evening per week.

- It takes several weeks for a social security number and a card to be issued. Once ready, it is mailed to the address you give on the application.