Applying for a Social Security Number

All students who work in the United States must get a Social Security Number. This is a required part of your employment.

Step 1: Proof of Employment and Work Authorization
In order to obtain a Social Security Number (SSN) and card, the Social Security Administration (SSA) requires all F-1 students to provide proof of valid F-1 status, proof of employment and of work authorization.

If your first job in the US in on campus:
- Human resources will give you a letter stating that you have on-campus employment. The letter needs to also have a signature for a member of the EL/IS office, indicating that you have been authorized for on-campus employment.
- Take the letter, along with your passport, I-94, and I-20 to the Social Security Office in order to complete an application for your Social Security Number.

If your first job in the US is Optional Practical Training (OPT)
- You are not required to show proof of employment. Your OPT I-20, combined with your OPT Employment Authorization Document (EAD), meet the work authorization requirements.

Step 2: The Social Security Office
Take all of the following to a Social Security Office
- All of the documents from Step 1.
- Passport, I-20, and I-94 card (take originals with you, but also take a copy of the documents)

At the Social Security Administration Office, you will be given a short form to complete and the clerk will check your immigration documents. You can also complete the form online in advance and bring it with you to the SSA office (http://www.ssa.gov/online/ss-5.html). The SSN card will be mailed to the address you list on the form.

The process usually takes two to three weeks, though it can be longer if your immigration documents require further inspection.

You should NOT submit a Social Security application if you have been in the U.S. for less than 10 days or if it is more than 30 days prior to your OPT start date. If you do so, your SSN application may be delayed or denied. OPT applicants may be required to wait until the OPT start date to apply.

Getting to the Social Security Administration Office

This is the address of the closest

13151 West Alameda Parkway
Lakewood, Colorado 80228
(800) 772-1213

From the college:

- From the east parking lot

- At the traffic circle, take the **2nd** exit onto **Arbutus Dr**

- At the traffic circle, take the **2nd** exit onto **W 2nd Pl**

- Turn **left** to stay on **W 2nd Pl**

- Turn **right** at **Union Blvd**

- Turn **right** at **W Alameda Pkwy**
- The destination is on the right near Safeway and Kentucky Fried Chicken. Total distance from RRCC is 3 miles.