

## How to Apply for an SSN

### [How to Apply for an SSN \[1\]](#)

**The Social Security Administration (SSA) office in New Haven is now open for walk-in appointments Monday through Friday between 9am and 4pm.** The office is located at [150 Court Street](#) [2] in New Haven.

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## Contents

- [Overview of the Process](#)
  - [Determining Your Eligibility](#)
  - [Required Documents](#)
  - [Frequently Asked Questions \(FAQs\)](#)
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## Overview of the Process

1. Confirm that you meet the eligibility criteria and have all the required documents below. Please note that you may need to stop by the OISS office for a signature. See the section for your specific visa type below.
  2. Go to the Social Security Administration (SSA) Office at [150 Court Street](#) [3], 4th Floor, with all the required documents.
    1. An appointment is not required, but you may schedule one by calling the New Haven SSA Office at (866) 331-5281.
    2. You may be required to wear a mask while in the office.
  3. If you are approved, the SSA will mail you your Social Security Card with your Social Security Number (SSN).
  4. Once you receive your new SSN:
    - Students should report this number in person to their school registrar.
    - Faculty and staff should report this number to the Employee Service Center at 221 Whitney Avenue.
    - **Do not write your SSN in the body of an email or text message or send a copy of your SSN card.**
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## Are You Eligible to Apply for a Social Security Number (SSN)?

In order to apply for an SSN, you must meet one of the following eligibility requirements:

- F-1 students who have secured on-campus employment, are receiving for-service fellowships, or working off-campus with OPT or CPT
  - Students on CPT can apply for their SSN no earlier than 30 days before the start of their CPT
- All F-1 PhD students
- J-1 students with letter of permission to work from sponsor (either Yale or outside organization, e.g. Fulbright)
- All J-1 scholars and anyone in H-1B, TN, or O-1 status
- J-2 spouses/partners with permission to work from USCIS (i.e. with an EAD card)

In addition to the above, the following requirements must also be met:

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## How to Apply for an SSN

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### [1. You are in Active Status](#)

If you are new, you have checked in with OISS and your school or department as necessary:

#### New Students

Instructions for checking in may be found at [Your First Two Weeks](#) [4]. New students should also review the information at [New Students: SSN and ITIN](#) [5].

#### New Scholars

Instructions for checking in may be found at [Your First Two Weeks](#) [6].

### [2. You are in the New Haven Area](#)

These appointments are in-person, so you must be in New Haven area.

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## Required Documents

You will also need to complete an application form, and some students and scholars may need additional documentation. Please see the specific instructions below.

### [F-1 Students](#)

#### On-Campus Employment

1. Complete and print an [application form \(Form SS-5\), available online](#) [7].
2. Obtain written verification from your employer or the for-service fellowship sponsor which includes the **nature** of the employment or fellowship, **number of hours** (if possible), and the **date** employment is expected to begin.
  - **Yale College** - Written verification of employment can be requested from the [Student Employment Office](#) [8].
  - **Masters and Professional Students** - Written verification typically comes from the [Student Employment Office](#) [8] or if not hired through the standard on-campus job process, a letter can come directly from your campus employer. (**Note:** If you are an MA student and a TF in GSAS, then please [request this verification from the Teaching Fellow Program](#) [9].)
  - **PhD Students** - All PhD students are eligible to apply for a social security number. Print a copy of your letter of admission to meet this requirement.
3. Obtain and print a letter confirming your Yale related immigration status and employment eligibility from OISS.
  - **Everyone except PhD Students** - Request this letter from OISS, then bring it to the OISS office to be signed.
    1. [Fill out this form to request a letter](#) [10]. Please submit your request at least 5 business days prior to when you plan on going to the SSA.
    2. Once we confirm your eligibility, we will email you the unsigned letter.
    3. Print this letter and bring it into the [OISS office \(421 Temple St\) during walk-in hours](#) [11] to be signed. Please note that you will not be able to print the letter at the OISS office, **you must print it ahead of time.**
  - **PhD Students** - You can print this letter yourself in OISS Connect, then get it signed:
    1. Log into [OISS Connect](#) [12] and click the Log in button in the 'Yale Students' section.
    2. Under Requests, click on 'Immigration Online Check-In'.

## How to Apply for an SSN

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3. Scroll down to the Learning Content section and click on 'SSN Letter'.
4. Click the 'Print' button.
5. Bring the printed document with you to your New Student orientation, or to the [OISS office \(421 Temple St\) during walk-in hours](#) [11].
4. Take the documents above along with your passport, [I-94 record](#) [13], and your I-20 to the Social Security Administration (SSA) at 150 Court Street, 4th Floor.

### On CPT or OPT

1. Complete and print an [application form \(Form SS-5\), available online](#) [7].
2. Request this letter from OISS, then bring it to the OISS office to be signed.
  1. [Fill out this form to request a letter](#) [10]. Please submit your request at least 5 business days prior to when you plan on going to the SSA.
  2. Once we confirm your eligibility, we will email you the unsigned letter.
  3. Print this letter and bring it into the [OISS office \(421 Temple St\) during walk-in hours](#) [11] to be signed.
3. Take the documents above along with your passport, [I-94 record](#) [13], and your I-20 with CPT or OPT authorization when you go to the Social Security Administration (SSA) at 150 Court Street, 4th Floor.
4. If you are on OPT, you will also need to present your Employment Authorization Card.

### [J-1 Exchange Visitors](#)

1. Complete and print an [application form \(Form SS-5\), available online](#) [7].
2. Request this letter from OISS, then bring it to the OISS office to be signed.
  1. [Fill out this form to request a letter](#) [10]. Please submit your request at least 5 business days prior to when you plan on going to the SSA.
  2. Once we confirm your eligibility, we will email you the unsigned letter.
  3. Print this letter and bring it into the [OISS office \(421 Temple St\) during walk-in hours](#) [11] to be signed.
3. If your visa sponsor is not Yale, you must obtain an SSN support letter confirming your immigration status from your J-1 program sponsor (e.g. Fulbright).
4. Take the (printed) documents above along with your passport, [I-94 record](#) [13], and your DS-2019 form to the Social Security Administration (SSA) at 150 Court Street, 4th Floor.

### [J-2](#)

1. Complete and print an [application form \(Form SS-5\), available online](#) [7].
2. Take the application along with your passport, Employment Authorization Card (EAD), [I-94 record](#) [13], and your DS-2019 form to the Social Security Administration (SSA) at 150 Court Street, 4th Floor.

### [H-1B/O-1/TN/E-3](#)

1. Complete and print an [application form \(Form SS-5\), available online](#) [7].
2. Take the application along with your passport, I-797 approval notice (if applicable), and [I-94 record](#) [13] to the Social Security Administration (SSA) at 150 Court Street, 4th Floor.

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## FAQs

[\(For F-1 Students\) What counts as proof of employment?](#)

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## How to Apply for an SSN

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Written verification from your employer or the for-service fellowship sponsor which includes:

- the **nature** of the employment or fellowship
- number of **hours** (if possible)
- the **date** employment is expected to begin

### (For F-1 Students) How do I get this proof of employment?

- Yale College - email the Student Employment Office.
- Masters and Professional Students - email your school or the Student Employment Office. (Note: If you are an MA student and a TA in GSAS, then please contact the [Teaching Fellow Program](#) [14] for an employment letter)
- PhD Students - All PhD students are eligible to apply for a social security number. Print a copy of your letter of admission to meet this requirement.

### What should I bring with me to the Social Security Office?

This depends on your visa status, so you should check our page on [How to Apply for an SSN](#) [1] for details. However, everyone will need to bring the following:

- SS-5 - you fill out and print
- Your passport
- Your I-94 record - you print
- Your immigration document (I-20, DS-2019, etc.) - you print
- Letter verifying your employment eligibility and visa status:
  - Non-PhDs: OISS emails you when this letter is ready. You must print it out and bring it to the OISS office to get signed.
  - PhDs: you can print this letter yourself in OISS Connect. See the [Required Documents](#) section above for instructions.

### Can I use the letter from OISS at other Social Security Offices?

Even though the letter from OISS that confirms your Yale related immigration status and employment eligibility is addressed to the New Haven Social Security Administration, it will still suffice if you apply at other Social Security offices.

### How can I get a SSN ineligibility letter for the DMV?

You must still see the SSA in order to receive this letter. You do not need the letter from OISS verifying your employment eligibility and visa status, a SS-5, or proof of employment (for F-1 students), but you will still need the other documents normally required. You can walk-in to their office, no need for an appointment.

### When/how will I get the necessary letter from OISS?

Obtain and print a letter confirming your Yale related immigration status and employment eligibility from OISS.

- **Everyone except PhD Students** - Request this letter from OISS, then bring it to the OISS office to be

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1. [Fill out this form to request a letter](#) [10]. Please submit your request at least 5 business days prior to when you plan on going to the SSA.
2. Once we confirm your eligibility, we will email you the unsigned letter.
3. Print this letter and bring it into the [OISS office \(421 Temple St\) during walk-in hours](#) [11] to be signed. Please note that you will not be able to print the letter at the OISS office, you **must print it ahead of time**.

## How to Apply for an SSN

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[e.com/maps/place/Social+Security+Office/@41.3063769,-72.9239302,15z/data=!4m5!3m4!1s0x0:0x42ec65ba898cbf16!8m2!3d41.3063559!4d-72.9237172](https://www.google.com/maps/place/Social+Security+Office/@41.3063769,-72.9239302,15z/data=!4m5!3m4!1s0x0:0x42ec65ba898cbf16!8m2!3d41.3063559!4d-72.9237172) [3] <http://www.google.com/maps/place/Social+Security+Office/@41.3063769,-72.9239302,15z/data=!4m5!3m4!1s0x0:0x42ec65ba898cbf16!8m2!3d41.3063559!4d-72.9237172> [4] <https://oiss.yale.edu/getting-started/new-students/your-first-two-weeks> [5] <https://oiss.yale.edu/getting-started/new-students/new-students-ssn-and-itin> [6] <https://oiss.yale.edu/getting-started/new-scholars/your-first-two-weeks> [7] <https://www.ssa.gov/forms/ss-5.pdf> [8] <https://www.yalestudentjobs.org/> [9] <https://gsas.yale.edu/teaching-fellow-employment-verification> [10] <https://forms.gle/36Z27ZmJ2s8bp9YD9> [11] <https://oiss.yale.edu/about/hours-directions-parking> [12] <https://connect.oiss.yale.edu> [13] <https://oiss.yale.edu/travel-visas/for-students/traveling-to-the-us/i-94-record> [14] <https://gsas.yale.edu/teaching-fellow-employment-verification-ssn> [15] <https://www.ssa.gov/myaccount/application-status.html> [16] <https://www.ssa.gov/myaccount/application-status.html?subject=Question%20about%20SSA%20Process>