How to Apply for an SSN

The Social Security Administration (SSA) office in New Haven is open for appointments Monday through Friday between 9am and 4pm. You will be prompted to make an appointment as part of the online SS-5 application process. The SSA office is located at 150 Court Street [1] in New Haven.

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Overview of the Process

 Important Note:
Even though you may start the SSN application process online, you are still required to go to the SSA office in person to complete the process.

1. Confirm that you meet the eligibility criteria. Start the application process online and gather all the required documents below (in the section specific to your visa type). 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 [2], 4th Floor, with all the required documents.
    - An appointment is required. You will be prompted to make an appointment as part of the online SS-5 application process.
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.**

Are You Eligible to Apply for a Social Security Number (SSN)?

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 may meet with the SSA to apply for their SSN no earlier than 30 days before the start of their CPT
- All F-1 PhD students
- J-1 students with a 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:

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 [3]. New students should also review the information at New Students: SSN and ITIN [4].

New Scholars

Instructions for checking in may be found at Your First Two Weeks [5].

2. You are in the New Haven Area

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

Required Documents

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

F-1 and J-1 Students

On-Campus Employment

1. The recommended method of starting the SSN application process is to submit the form SS-5 (application for a social security card) online. Go to the SSA's website [6], click 'Get Started', then 'Apply Now' and answer all the questions to fill out the SS-5 online.
    - You will be prompted to make an appointment as part of the online SS-5 application process.
    - After you submit the application, please note down the Online Control Number that will be generated (recommended: print out this confirmation page).
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 [7].
    - **Masters and Professional Students** - Written verification typically comes from the Student Employment Office [7] 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 [8].)
    - **PhD Students** (F-1 or J-1)- 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 [9]. Please submit your request at least 5 business days before 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 [10] to

be signed. Please note that you cannot print the letter at the OISS office, **you must print it ahead of time**.

- **PhD Students** (F-1 or J-1)- You can print this letter yourself in OISS Connect, then get it signed:
    1. Log into OISS Connect [11] and click the Log in button in the 'Yale Students' section.
    2. Under Requests, click on 'Immigration Online Check-In'.
    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 the OISS office (421 Temple St) during walk-in hours [10] to be signed.

4. Take the documents above along with your Online Control Number, passport, I-94 record [12], and your I-20 to your appointment at the Social Security Administration (SSA) at 150 Court Street, 4th Floor, within 45 calendar days of filling out the online application.

F-1 Students On CPT or OPT

1. You can now start the SSN application online. Go to the SSA's website [6] and click 'Get Started', then 'Apply Now' and answer all the questions to fill out the online SS-5 (application form for the SSN).
    - You will be prompted to make an appointment as part of the online SS-5 application process.
    - After you submit the application, please note down the Online Control Number that will be generated (recommended: print out this confirmation page).
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 [9]. Please submit your request at least 5 business days before 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 [10] to be signed.
3. Take the documents above along with your passport, I-94 record [12], and your I-20 with CPT or OPT authorization when you go to your appointment at 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 Scholars

These instructions are for Scholars in the categories of J-1 Short-Term, Research, Specialist, and Student Intern.

1. The recommended method of starting the SSN application process is to submit the form SS-5 (application for a social security card) online. Go to the SSA's website [6], click 'Get Started', then 'Apply Now' and answer all the questions to fill out the SS-5 online.
    - You will be prompted to make an appointment as part of the online SS-5 application process.
    - After you submit the application, please note down the Online Control Number that will be generated (recommended: print out this confirmation page).
2. Obtain an SSN support letter from your visa sponsor.
    - **If your visa sponsor is Yale**, request this support letter/letter of permission to work from OISS, then bring it to the OISS office to be signed.
        1. Fill out this form to request a letter [9]. 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 [10] to be signed.
    - **If your visa sponsor is not Yale**, you must obtain an SSN support letter confirming your immigration status and permission to work from your J-1 program sponsor (e.g. Fulbright).
3. Take the (printed) documents above along with your passport, I-94 record [12], and your DS-2019 form to your appointment at the Social Security Administration (SSA) at 150 Court Street, 4th Floor.

J-2

1. The recommended method of starting the SSN application process is to submit the form SS-5 (application for a social security card) online. Go to the SSA's website [6], click 'Get Started', then 'Apply Now' and answer all the questions to fill out the SS-5 online.
    - You will be prompted to make an appointment as part of the online SS-5 application process.
    - After you submit the application, please note down the Online Control Number that will be generated (recommended: print out this confirmation page).
2. Take the confirmation page along with your passport, Employment Authorization Card (EAD), I-94 record [12], and your DS-2019 form to your appointment at the Social Security Administration (SSA) at 150 Court Street, 4th Floor.

H-1B/O-1/TN/E-3

1. The recommended method of starting the SSN application process is to submit the form SS-5 (application for a social security card) online. Go to the SSA's website [6], click 'Get Started', then 'Apply Now' and answer all the questions to fill out the SS-5 online.
    - You will be prompted to make an appointment as part of the online SS-5 application process.
    - After you submit the application, please note down the Online Control Number that will be generated (recommended: print out this confirmation page).
2. Take the confirmation page along with your passport, I-797 approval notice (if applicable), and I-94 record [12] to your appointment at the Social Security Administration (SSA) at 150 Court Street, 4th Floor.

FAQs

(For F-1/J-1 Students) What counts as proof of employment?

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/J-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 [13] 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.

Can I apply for the SSN online?

You can begin the SSN application process online, but international students and scholars must always go into the SSA office to complete the process.

The recommended method of starting the SSN application process is to submit the form SS-5 (application for a social security card) online. Go to the SSA's website [6], click 'Get Started', then 'Apply Now' and answer all the

questions to fill out the SS-5 online.

- You will be prompted to make an appointment as part of the online SS-5 application process.
- After you submit the application, please note down the Online Control Number that will be generated (recommended: print out this confirmation page).

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 [14] for details. However, everyone will need to bring the following:

- Your Online Control Number from filling out the SS-5 online (from the confirmation page) - you 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 an SSN ineligibility letter for the DMV?

You must still see the SSA to receive this letter. You do not need the letter from OISS verifying your employment eligibility and visa status, an SS-5, or proof of employment (for F-1 students), but you will still need the other documents normally required.

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 signed.
    1. Fill out this form to request a letter [9]. Please submit your request at least 5 business days before 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 [10] 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 [11] and click the Log in button in the 'Yale Students' section.
    2. Under Requests, click on 'Immigration Online Check-In'.
    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 the [OISS office (421 Temple St) during walk-in hours](#) [10].

After the appointment, how long until I receive my SSN card?

This depends on the SSA and is unfortunately out of our control. The current time is 2-3 weeks, but we have heard of instances in which it takes in excess of 5-6 weeks to receive the card, especially during busy times of the year and holidays. If you have any questions about this we recommend contacting the SSA directly or [checking your status on their website](#) [15].

What do I need to do after I receive my SSN card? Do I have to give OISS my SSN?

You do not need to give your SSN to OISS, and **should never email your SSN or a copy of your card**.

Students should report their SSN in person to their registrar:

- Yale College and Graduate School students can do this at 246 Church St
- Professional School students should visit your own school registrars

Faculty and staff should report their SSN in person to the Employee Service Center at 221 Whitney Avenue.

What should I do if I have any questions?

Please contact [Alina Nevins](#) [16] and include 'SSA' in the subject line.

Source URL:https://oiss.yale.edu/employment-taxes/social-security-number-itin/how-to-apply-for-an-ssn

Links
[1] 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 [2] 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 [3] https://oiss.yale.edu/getting-started/new-students/your-first-two-weeks [4] https://oiss.yale.edu/getting-started/new-students/new-students-ssn-and-itin [5] https://oiss.yale.edu/getting-started/new-scholars/your-first-two-weeks [6] https://www.ssa.gov/number-card/request-number-first-time [7] https://www.yalestudentjobs.org/ [8] https://gsas.yale.edu/teaching-fellow-employment-verification [9] https://forms.gle/36Z27ZmJ2s8bp9YD9 [10] https://oiss.yale.edu/about/hours-directions-parking [11] https://connect.oiss.yale.edu [12] https://oiss.yale.edu/travel-visas/for-students/traveling-to-the-us/i-94-record [13] https://gsas.yale.edu/teaching-fellow-employment-verification-ssn [14] https://oiss.yale.edu/employment-taxes/social-security-number-itin/how-to-apply-for-an-ssn [15] https://www.ssa.gov/myaccount/application-status.html [16] mailto:alina.nevins@yale.edu?subject=Question%20about%20SSA%20Process