How to Apply for an SSN

The Social Security Administration (SSA) office in New Haven is currently closed to walk-in traffic. OISS has been working with the SSA to provide special limited appointments specifically for the Yale international community. Please read through this page to confirm your eligibility to apply. The link to request an appointment is at the bottom of this page.

If you have any questions about this process, please check our FAQs below, or email Alina Nevins and include ‘SSA’ in the subject.

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Overview of the Process

1. Verify your eligibility and make sure you have all the required documents found on this page (except for the letter(s) from OISS).
2. Fill out a request for an appointment - the link is at the bottom of this page.
3. When your request is validated (within a week) you will be added to our SSN mailing list.
4. Once a new SSA appointment date is announced, we OISS will email you an invitation to sign up for a time slot.
   - This email will come from oiss@message.yale.edu
   - Please do not share this invitation with anyone
   - Please note that SSA gives us one or two dates per month, so you will not hear from us until we have an available date
5. After signing up for a time slot you will receive further instructions on what to do and expect.
6. **OISS will email you the letter(s) you need from us by 5pm the day before your appointment date.**
   - You will receive the SSA Access Letter, and if applicable, the OISS letter confirming your employment eligibility & visa status
   - You will need to print out these letters for your in-person appointment
7. Attend your in-person appointment
   - The address is 150 Court Street, 4th Floor, in downtown New Haven.
   - Please arrive at least 5 minutes early
   - Be sure to wear a mask and maintain a 6-foot distance from others
   - You will not be able to bring anyone with you to the appointment
8. If you are approved, the SSA will mail you your Social Security Card with your SSN.
9. Once you have your Social Security Card in hand, you can remove yourself from the mailing list.
10. 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)?

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

F-1 students who have secured on-campus employment, are receiving for-service fellowships, or working off-campus with OPT or 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 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

You are a new or continuing international student or scholar. 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](https://oiss.yale.edu/guides/your-first-two-weeks). New students should also review the information at [New Students: SSN and ITIN](https://oiss.yale.edu/guides/new-students-ssn-itin).

   **New Scholars**
   
   Instructions for checking in may be found at [Your First Two Weeks](https://oiss.yale.edu/guides/your-first-two-weeks).

2. You Have a Yale NetID

Note that you must have a Yale NetID to complete the request form. If you have not yet received your NetID, please reach out to your department. Partners/spouses and others who do not have NetIDs should have their Yale-affiliated partner/spouse fill out this form for them.

3. You are in the New Haven Area

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

4. You Meet SSA Quarantine Requirements

You will need to be in the U.S. for at least 14 days prior to the appointment date. If you are not sure if you will be in the U.S. long enough, complete the request form anyway and you will be contacted when you are eligible to sign up for an appointment. Please note that these are SSA requirements, not Yale requirements, so vaccination status is not relevant.

**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 [6].
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.
   - **Masters and Professional Students** - Written verification can come directly from your School or from the Student Employment Office. (Note: If you are an MA student and a TA in GSAS, then please contact the Teaching Fellow Program [7] 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.
3. Obtain a letter confirming your Yale related immigration status and employment eligibility from OISS.
   - **Everyone except PhD Students** - you will receive instructions on how to get this letter from OISS after you make your appointment. Generally you will receive it via email the afternoon before your appointment.
   - **PhD Students** - You can print this letter yourself in OISS Connect:
     1. Log into OISS Connect [8] 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
4. On your appointment date, take the documents above along with your passport, I-94 record [9], 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 [6].
2. Obtain a letter confirming your Yale related immigration status and employment eligibility from OISS. You will receive instructions on how to get this letter from OISS after you make your appointment.
3. On your appointment date, take the documents above along with your passport, I-94 record [9], 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 [6].
2. Obtain a letter confirming your Yale related immigration status and employment eligibility from OISS. You will receive instructions on how to get this letter from OISS after you make your appointment.
3. If your visa sponsor is not Yale, you must obtain a letter of permission to work from your J-1 program sponsor (e.g. Fulbright).
4. On your appointment date, take the (printed) documents above along with your passport, I-94 record [9], 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 [6].
2. On your appointment date, take the application along with your passport, Employment Authorization Card (EAD), I-94 record [9], and your DS-2019 form to the Social Security Administration (SSA) at 150 Court Street, 4th Floor.

**H-1B/O-1**

1. Complete and print an application form (Form SS-5), available online [6].
2. On your appointment date, take the application along with your passport, I-797 approval notice, and I-94 record [9] to the Social Security Administration (SSA) at 150 Court Street, 4th Floor.

TN

1. Complete and print an application form (Form SS-5), available online [6].
2. On your appointment date, take the application along with your passport, I-797 approval notice, and I-94 record [9] to the Social Security Administration (SSA) at 150 Court Street, 4th Floor.

Request an Appointment

If you have met all of the above requirements you may request an appointment by completing this request form [10].

Once you are approved, you will receive an email from OISS within 2-3 weeks when an appointment date is available. Keep an eye out for this email as you will need to register for a specific time slot. Please do not sign up for a Social Security appointment unless you meet all the requirements.

Important Note:
For F-1 Yale College, Masters, and Professional School Students: we recommend you obtain the letter verifying your on-campus employment before signing up for a slot, as it may take longer than expected to obtain this letter.

OISS will make arrangements with the New Haven office and inform them of your appointment.

Yale College Undergraduate Students

Before you complete the request form, please send an email to your designated adviser Ozan Say [11] with the subject line “On Campus Job & SSN” and he will share further instructions with you.

FAQs

I filled out the request form, but I haven’t heard anything from OISS. When should I expect to hear from you?

SSA gives us one or two dates per month, so you will not hear from us until we have an available date for you to sign up for.

I tried to sign up for a spot but there weren’t any available, how do I get an appointment?

Because there are a limited number of spots, they may be claimed very quickly. If you received the invitation to sign up for a spot, you are on our mailing list and will receive an email as soon as another date is announced. Please keep an eye out for this email and sign up for a spot then.

(For F-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 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](https://oiss.yale.edu) [7] 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 appointment?**

This depends on your visa status, so you should check our page on [How to Apply for an SSN](https://oiss.yale.edu) [12] 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
• SSA Access Letter - OISS emails to you the day before your appointment, you print
• Letter verifying your employment eligibility and visa status:
  • Non-PhDs: OISS emails to you the day before your appointment, you print
  • PhDs: you can print this letter yourself in OISS Connect. See the [Required Documents](https://oiss.yale.edu) section above for instructions.

**Does anything change if I just need an ineligibility letter for the DMV?**

Yes, be sure to note this when you sign up for a time slot. 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 SSA Access Letter as well as the other documents normally required.

**When/how will I get the necessary letters from OISS?**

OISS will email you the letter(s) you need from us by 5pm the day before your appointment date. These letters will need to be printed by you.

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

This depends on the SSA and is unfortunately out of our control. We have heard of instances in which it takes in excess of 5-6 weeks to receive the card. If you have any questions about this we recommend contacting the SSA directly.

**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](mailto:alina.nevins@yale.edu?subject=SSA%20Process%20Question) and include ‘SSA’ in the subject line.

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

**Links**

1. [mailto:alina.nevins@yale.edu?subject=SSA%20Process%20Question](mailto:alina.nevins@yale.edu?subject=SSA%20Process%20Question)
2. [mailto:oiss@yale.edu](mailto:oiss@yale.edu)
3. [https://oiss.yale.edu/getting-started/new-students/your-first-two-weeks](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](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](https://oiss.yale.edu/getting-started/new-scholars/your-first-two-weeks)
6. [https://www.ssa.gov/forms/ss-5.pdf](https://www.ssa.gov/forms/ss-5.pdf)
7. [http://gsas.yale.edu/academic-professional-development/teaching-fellow-program](http://gsas.yale.edu/academic-professional-development/teaching-fellow-program)
8. [https://connect.oiss.yale.edu](https://connect.oiss.yale.edu)
9. [https://oiss.yale.edu/travel/for-students/traveling-to-the-us/i-94-record](https://oiss.yale.edu/travel/for-students/traveling-to-the-us/i-94-record)
11. [https://oiss.yale.edu/employment-taxes/social-security-number-itin/how-to-apply-for-an-ssn](https://oiss.yale.edu/employment-taxes/social-security-number-itin/how-to-apply-for-an-ssn)
12. [mailto:ozan.say@yale.edu?subject=On%20Campus%20Job%20%26%20SSN](mailto:ozan.say@yale.edu?subject=On%20Campus%20Job%20%26%20SSN)
13. [mailto:alina.nevins@yale.edu?subject=Question%20about%20SSA%20Process](mailto:alina.nevins@yale.edu?subject=Question%20about%20SSA%20Process)