Steps to Apply for a Social Security Number

November 9, 2021

Getting a new Social Security Number can be a complicated process during COVID, but OISS is here to help you figure it out. The New Haven Social Security Administration (SSA) is currently closed to walk-in traffic, so OISS has been working with the SSA to provide special limited appointments specifically for the Yale international community.

In this article we will share how this process works, and answer some frequently asked questions.

Overview

Here is how the process works:

1. Verify your eligibility and make sure you have all the required documents - both found on this page [1].
2. Fill out a request for an appointment - the link is at the bottom of the page linked above.
3. When your request is validated (which can take up to a week) you will be added to our SSN mailing list.
4. Once a new SSA appointment date is announced, OISS will email you an invitation to sign up for a time slot.
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.
7. Attend your in-person 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.
FAQs

I filled out the request form, but I haven’t heard anything.
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 [2] 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 [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
- SSA Access Letter - OISS emails to you the day before your appointment, you print
- Letter verifying your employment eligibility and visa status - OISS emails to you the day before your appointment, you print

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) and include ‘SSA’ in the subject line.

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**Source URL:** https://oiss.yale.edu/news/steps-to-apply-for-a-social-security-number

**Links**

[3] mailto:alina.nevins@yale.edu?subject=Question%20about%20SSA%20Process