How to Apply for a SSN

MARCH 18, 2020: UNTIL FURTHER NOTICE, THE SOCIAL SECURITY ADMINISTRATION OFFICES ARE CLOSED TO WALK IN TRAFFIC. YOU WILL NEED TO WAIT UNTIL THE OFFICES REOPEN TO APPLY FOR A SOCIAL SECURITY NUMBER.

For specific application instructions, select your immigration status below:
F-1 Student  J-1 Exchange Visitor  J-2  H-1B/O-1  TN

F-1 Student

On-campus Employment

1. Pick up an application form (Form SS-5) from the OISS front desk, as well as a letter confirming your Yale related immigration status and employment eligibility,
2. Obtain written verification from employer or the for-service fellowship sponsor which includes the nature of the employment or fellowship, number of hours, and the date employment is expected to begin.
   ○ Yale College – Written verification of employment can be requested at the Student Employment Office, 246 Church Street.
   ○ Masters and Professional Students - Written verification can come directly from your School or from the Student Employment Office, 246 Church Street. (Note: If you are an MA student and a TA in GSAS, then please contact the Teaching Fellow Program [1] for an employment letter)
   ○ PhD Students – All PhD students are eligible to apply for a social security number. Make a copy of your letter of admission and obtain a letter from OISS certifying your eligibility to apply
3. Take these documents along with your passport, I-94 record [2], and your I-20 to the Social Security Administration at 150 Court Street, 4th Floor (see right margin for directions.)

On CPT or OPT

1. Application form (Form SS-5) and letter from OISS confirming your Yale related immigration status and employment eligibility, both available at the OISS front desk.
2. Immigration documents: valid passport, I-94 record [2], and your I-20 with CPT or OPT authorization.
3. If you are on OPT, you will also need to present your Employment Authorization Card when you go to the Social Security Administration.

J-1 Exchange Visitor

1. Pick up an application form (Form SS-5) from OISS, as well as a letter confirming your Yale related immigration status and employment eligibility,
2. Take these documents along with your passport, I-94 record [2], and your DS-2019 form to the Social Security Administration at 150 Court Street, 4th Floor (see right margin for directions.)

J-2

1. Complete an application form (Form SS-5) available at OISS or available online [3].
2. Take the application along with your passport, Employment Authorization Card (EAD), I-94 record [2], and your DS-2019 form to the Social Security Administration at 150 Court Street, 4th Floor (see right margin for directions.)

H-1B/O-1

1. Complete an application form (Form SS-5) available at OISS or online [3].
2. Take the application along with your passport, I-797 approval notice, and I-94 record [2] to the Social Security Administration at 150 Court Street, 4th Floor (see right margin for directions.)
1. Complete an application form (Form SS-5) available at OISS or [online][3].
2. Take the application along with your passport, I-797 approval notice, and [I-94 record][2] to the Social Security Administration at 150 Court Street, 4th Floor (see right margin for directions.)

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

Links:
[1] [http://gsas.yale.edu/academic-professional-development/teaching-fellow-program](http://gsas.yale.edu/academic-professional-development/teaching-fellow-program)
[2] [https://oiss.yale.edu/travel-guidance/i-94-record](https://oiss.yale.edu/travel-guidance/i-94-record)
[3] [https://www.ssa.gov/forms/ss-5.pdf](https://www.ssa.gov/forms/ss-5.pdf)