How to Obtain a Social Security Card

Federal law and University policy require that, in order to work at the University of Florida, a foreign national must have a valid U.S. Social Security number and an appropriate visa status supported by all necessary documentation.

The U.S. Department of Homeland Security requires that all foreign visitors on a J-1 and/or F-1 visa status must check-in with the University of Florida International Center (UFIC) within 30 days of their arrival in the United States. H-1B visa holders do not need to check-in with UFIC. This registration is necessary if the foreign national is at UF to attend classes, perform research, teach, or work.

Foreign nationals who enter the country as a J-1/F-1 visa holder must also wait 10 days from their arrival in the U.S. before applying for a social security card at the Social Security office in Gainesville. It is also recommended they wait one business day prior to visiting the Social Security Administration (SSA) office. Applications that are submitted earlier may be subject to additional delays. The Social Security Administration office requires foreign nationals requesting a Social Security number to verify their identity, visa status and employment.

Steps to Apply for a Social Security Number

Follow these steps to apply for a Social Security Number (SSN) if you have F-1, J-1 or H1-B visa status:

1. Collect the required forms and documentation (see table on page 2).
2. Complete a Social Security Application Form SS-5 in advance of your visit to the office.
3. Submit your application in person at the Social Security Administration's office with the required documents. Request a verification receipt of your application.
4. Wait approximately two weeks for your Social Security card to arrive in the mail.
5. Present your Social Security card to employer for review.

Please note: The Social Security Administration cannot process your application if:

- Your on-campus or F-1 Curricular Practical Training work begins more than 30 days from your application date.
- The employment start date on your EAD Form I-766 or I-688B is a future date.
- You failed to check in with the University of Florida International Center if you are under a J-1 or F-1 visa status.

The Social Security Administration office provides the following additional resources:

- Social Security Numbers for Noncitizens
- International Students and Social Security Numbers
Social Security Administration Office

Address: Phone: 1-877-219-8323
1610 NW 23 Ave
Gainesville, Florida 32605
Social Security Office Locator: To locate the nearest social security office click here.

Required Documents

<table>
<thead>
<tr>
<th>Required Documents</th>
<th>F-1 Student</th>
<th>F-1 Student (OPT)</th>
<th>J-1 Student</th>
<th>J-1 Scholars</th>
<th>H-1B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unexpired passport</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>I-94 (electronic or paper)</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>I-20 (If you are on OPT/CPT, present your OPT/CPT I-20)</td>
<td>X</td>
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<td>DS-2019</td>
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<td>X</td>
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<tr>
<td>Employer Letter</td>
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<td>X</td>
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<tr>
<td>UFIC Verification Letter</td>
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<td>X</td>
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<tr>
<td>EAD Card</td>
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UFIC Verification Letter

The letter provided by the UFIC must contain the following information:

- Identifies foreign national
- Confirms foreign national’s current school status
- Identifies employer and type of work

Employer Letter

The letter provided by the employer must contain the following information:

- Foreign national’s job duties
- Employment start date
- Foreign national’s work week hours
- Supervisor’s name and phone number