

HOW TO GET A SOCIAL SECURITY NUMBER (SSN)

1. First of all, access the following link and read the 2-page government document “International Students and Social Security Numbers”:
<http://www.socialsecurity.gov/pubs/10181.pdf>
2. Next, read and print the 5-page document at <http://www.socialsecurity.gov/online/ss-5.pdf>. This includes the application form SS-5 and the specific instructions on how to apply for the SSN.
3. Follow the instructions and fill out the application form SS-5 (in Box 3, be sure to check “Legal Alien Allowed to Work”).
4. Bring to the DSO the completed application form along with the required letter from your employer (i.e. campus department, Aramark, library, etc.). Click here for an employer letter template. The DSO will print you a separate official letter describing your work eligibility and restrictions.
5. Take all the required documents and letters to the Social Security Office at 4522 Dunson Drive in Balch Springs (this is the only location we use). The office is open Monday through Friday from 9 a.m. to 4 p.m. Allow yourself enough time to wait in case the line is long. The phone number is 800-772-1213.
 - Form SS-5
 - Current, valid Form I-20
 - Most recent I-94 card
 - Valid passport
 - Employer letter
 - DSO letter
6. You may want to ask the SSA official for a letter acknowledging that you have applied for a SSN in case you need to present it to your employer before you receive your actual SSN card.
7. After you receive your Social Security card (usually two weeks or so after applying), please bring it by the DSO’s office to make a photocopy to keep in your official record.

*****Note: You must wait at least 10 days after arrival at the US port-of-entry before applying for a SSN (to ensure your entry has been processed). Also, the DSO must register you in SEVIS at least 48 hours before you apply at the SS office.***