Office of International Student and Scholar Services
West Quad 235
Phone: 718-951-4477
Fax: 718 -951-4287
Email: iss@brooklyn.cuny.edu
Web: www.brooklyn.cuny.edu

Instructions for Applying for a Social Security Number (SSN)
(For F-1 and J-1 Statuses)

The Social Security Administration (SSA) issues social security numbers to eligible international students and scholars who have resided in the United States for a minimum of 10 days, preferably a few weeks. A social security number is a unique 9-digit number used for taxpayer identification, income reporting, and record-keeping. It is required to work legally in the U.S. Once you have been issued a social security number, you keep the same number for your lifetime. If you lose your social security card, you can apply for a new one using the same number.

IMPORTANT CHANGES IN HOW YOU CAN APPLY FOR A SOCIAL SECURITY CARD!

All applicants requesting a new social security card or replacement card must do so at a Social Security Card Center. You cannot visit the local offices in your neighborhood since they no longer provide this service. There are Social Security Card centers in the New York City area where international students and scholars can go to receive fast, efficient services.

Please note: If you live in the borough of Staten Island or New Jersey, you may still go to your local social security office. International students and scholars living in Queens, Brooklyn, the Bronx or Manhattan can go to any of the card centers listed below. Click on the link http://www.socialsecurity.gov/cardcenters/cardcenterinfo.html for directions to each center.

BROOKLYN, NEW YORK

Brooklyn Social Security Card Center
154 Pierrepont Street, 6th Floor
Brooklyn, New York 11201

Monday to Friday: 7:00am to 4:00pm

BRONX, NEW YORK

Bronx Social Security Card Center
820 Concourse Village West, 2nd Floor
Bronx, New York 10451

Monday to Friday: 7:00am to 4:00pm

MANHATTAN, NEW YORK

Manhattan Social Security Card Center
123 William Street, 3rd Floor
New York, NY 10038

Monday to Friday: 7:00am to 4:00pm

QUEENS, NEW YORK

Queens Social Security Card Center
155-10 Jamaica Avenue, 2nd Floor
Jamaica, New York 11432

Monday to Friday: 7:00am to 4:00pm

STATEN ISLAND, NEW YORK
1510 Hylan Boulevard, 2nd Floor
Staten Island, New York 10305
Or
2389 Richmond Avenue
Staten Island, New York 10314
Monday to Friday: 9:00 to 4:00pm

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Listed below are the requirements for the social security number (SSN) and the steps you must follow to file your application. If you have any questions about the information or need assistance, please contact the International Students and Scholar Office in room 235 West Quad by phone or via email.

Step I: *MEET THE ELIGIBILITY REQUIREMENTS*

The Social Security Office has established specific guidelines that all international students and scholars in F-1 and J-1 status must follow in order to apply for an SSN. An important requirement within the guidelines is that students must file their completed applications in person and at a local office in their neighborhood. Additionally, the Social Security Office requires that students and scholars bring original documents with them to prove their:

- a) legal status in the. U.S.
- b) age and identity
- c) school enrollment status/ school sponsorship
- d) work authorization

Step II: *MAKE A CHECK LIST OF THE REQUIRED ORIGINAL DOCUMENTS*

You can use a combination of documents to meet the eligibility requirements listed above. For example, you can use your passport to prove your legal status in the United States, as well as your age and identity. Please remember to make a copy of each document you plan to include with your SSN application. The Social Security Office will need these copies to verify the information you provided on your application.

Documents to prove your legal status in the U.S. (You must bring all 3!)

- ( )   *SEVIS I-20/ DS-2019 stamped at a U.S. port of entry or by the United States Immigration Office*
- ( ) *Unexpired passport with appropriate visa stamp and biographical information*
- ( ) *Arrival/Departure Record (Form I-94) or F-1 Status Approval Notice*

Documents to prove your age and identity (You only need 1 from the list below!)

- ( ) *Unexpired passport with appropriate visa stamp and biographical information*
- ( ) *Employment Authorization Document (EAD) from the United States Immigration Office*
- ( ) *Birth Certificate (if available)*

Documents to prove school enrollment status

- ( ) *School letter from the DSO/ARO on official stationery certifying your current enrollment status in the college (example: full-time student, engaged in OPT, AT etc.)*

Documents to prove legal work authorization (You must bring both documents in your employment category!)

a) On-campus Employment (includes fellowship stipends or assistantships)
- ( ) Letter of employment or employment offer
- ( ) On-Campus Employment Verification form signed and stamped by the DSO

b) Curricular Practical Training (CPT)
- ( ) Letter of employment offer
- ( ) Current SEVIS I-20 endorsed for CPT and signed by the DSO

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c) Optional Practical Training (OPT)
- ( ) Current SEVIS I-20 endorsed for OPT and signed by the DSO
- ( ) Employment Authorization Document (EAD) from the United States Immigration Office

d) Academic Training (AT)
- ( ) Current SEVIS DS-2019 endorsed for Academic Training and signed by an ARO
- ( ) Letter of employment offer

Step III: *VISIT THE INTERNATIONAL STUDENT AND SCHOLAR SERVICES OFFICE TO REQUEST SCHOOL DOCUMENTS*

After you put all of the required documents together, please contact the Brooklyn College International Student and Scholar Services office. The DSO/ARO can provide you with:

- An endorsement (signature) on your SEVIS I-20/ DS-2019 required for AT, CPT or OPT employment
- A signature on the international status verification form required for on-campus employment
- A school introduction letter certifying your enrollment status at Brooklyn College

Please be advised that the U.S. Social Security Administration may require additional documents before approving your request for an SSN. You can get a complete list and more information by visiting their website at www.ssa.gov. Once your documents have been accepted, the Social Security office will verify the information you provided with the U.S. Department of Homeland Security. If your application is approved, you will receive your new card within 3 to 4 weeks.

Required Documents	J-1 Students	J-1 (AT) Students	J-1 Scholars	J-2 Dependents	F-1 Students	F-1 (OPT) Students
Passport	X	X	X	X	X	X
I-94 record or passport admission stamp	X	X	X	X	X	X
DS-2019	X	X	X	X		
Employment Letter (see below)		X			X	X
Employment or Fellowship Authorization (see below)	X					
Employment Authorization Document (EAD)				X		X
I-20 (If you are on OPT/CPT, present your OPT/CPT I-20					X	X