

How to Apply for a Social Security Number

The Social Security Number (SSN) is a U.S. taxpayer identification number and is intended only for use in relation to employment in the U.S. International students who are authorized to work in the U.S. and have a job offer may apply for a SSN. The SSN does not represent permission to work, nor is it proof of U.S. citizenship or permanent residence. Once you obtain a SSN, it is your number forever and may be used on future visits to the U.S. You should not have more than one SSN.



For students working off-campus on CPT authorization: International Student Enrollment will provide you with the necessary SSN letter and hand-signed I-20 when we process your e-form to request CPT. There is no need to also fill in the SSN e-form. Please bring the SSN letter and CPT I-20 along with the other required documents when you apply for the SSN (only follow steps 4 - 7 below).

How to apply for the SSN for students with an on-campus job:

1. When you are offered an on-campus job you will either receive a New Hire E-PAF (Electronic Personnel Action Form) via email or work with your employer to fill out a hiring document to confirm your hiring. Employers can download blank hiring documents on the Hofstra Portal.
2. Request a Social Security letter from International Student Enrollment. To obtain this letter, please fill in the SSN Letter Request E-Form and upload your signed Hofstra hiring document or a copy of your New Hire E-PAF email (whichever one your employer provides). You must also upload a description of your job responsibilities. International e-forms are available at <https://internationalforms.hofstra.edu>.
3. International Student Enrollment will notify you when the letter and physical I-20 are ready for pick up.
4. Information about the SSN process is available at the Social Security Administration (SSA) website at <https://www.ssa.gov/number-card/request-number-first-time>. You must make an appointment online before you go apply at your local SSA office. The SSA location you should visit depends on your residence's zip code. Check where to go at <https://secure.ssa.gov/ICON/main.jsp>.

Note: If you are unable to fill the online form, you can download the SSN application form at <https://www.ssa.gov/forms/ss-5.pdf> and call the SSA to make an appointment using the phone number at <https://www.ssa.gov/manage-benefits/make-an-appointment>.

5. Please be sure to bring the following documents to the SSA:
 - Physical, hand signed I-20
 - SSN letter issued by immigration advisor
 - Most recent I-94 arrival record
 - Valid passport and valid visa
 - Signed hiring offer letter/documents that includes your name, describes your job, start date, number of work hours per week, and your supervisor's contact information
6. At the SSA, make sure you receive a receipt or letter of verification as proof you applied for the SSN.
7. Email the SSA receipt letter to Student Employment at student-employment@hofstra.edu for review of your eligibility to begin work and for further instructions.

Note: Students hired by Compass or Hofstra Summer Camps do not need to contact the Office of Student Employment for steps 6 - 7, you should work directly with your employer instead.

8. The SSA will mail your Social Security Card to the address you entered on your SSN application. After you receive your card, contact Student Employment via email for further instructions.

Please never email anyone your Social Security Number or images of your Social Security Card!



International Student Enrollment
110 Weller Hall, 134 Hofstra University, Hempstead, NY, 11549
516-463-6796 • international@hofstra.edu
www.hofstra.edu/international-student
Follow us @Hofstraintl 