

### Social Security Number Application Process

UCI Students and Scholars who are authorized to work in the United States can apply for a Social Security Number (SSN) through the Social Security Administration. A SSN is used to report your salary to the U.S. government for tax purposes. Although some businesses—such as banks and credit companies—may request a SSN, you may use other forms of identification in its place (such as a passport and I-20/DS-2019). The Social Security Administration will not issue a SSN only for the purpose of getting a driver's license. You can still apply for a driver's license without a SSN.

All employees of UCI, whether the appointment is with salary or without salary, must have a Social Security Number. Upon receiving your Social Security card, please contact your hiring department to ensure your employment record is updated.

You must first check-in with the International Center to have your SEVIS record activated *before* applying for a SSN. Processing time for a SSN is a *minimum* of 30-45 days. You will receive your Social Security card in the mail. To protect your identity, keep your Social Security card in a safe location. Never provide your SSN to an unidentified person over the phone or email.

For more information, please visit [www.ssa.gov](http://www.ssa.gov) or call toll-free, 800-772-1213.

### Documents Needed to Apply

To apply for a SSN, you must bring the following documents listed by employment type. The Social Security Administration requires **ORIGINAL** documents to apply.

All applicants must complete an SS-5 form in order to apply for the SSN. You can find this form here: <http://www.ssa.gov/ssnumber/>. It is recommended that you complete and print this form before going to the Social Security Office.

#### Students:

F-1/J-1 On-Campus Employment	F-1 on OPT	F-1 on CPT
<input type="checkbox"/> Passport <input type="checkbox"/> Visa Stamp <input type="checkbox"/> I-94 Document <input type="checkbox"/> I-20/DS-2019 <input type="checkbox"/> SSN Stud. Verification Letter [Completed by department and IC; available on IC website]	<input type="checkbox"/> Passport <input type="checkbox"/> Visa Stamp <input type="checkbox"/> I-94 Document <input type="checkbox"/> I-20 <input type="checkbox"/> EAD Card <input type="checkbox"/> <i>If applicable:</i> Job offer letter	<input type="checkbox"/> Passport <input type="checkbox"/> Visa Stamp <input type="checkbox"/> I-94 Document <input type="checkbox"/> I-20 (with CPT approval on pg. 3)  <i>*Do Not apply for a SSN more than 30 days before your CPT start date</i>

#### Scholars:

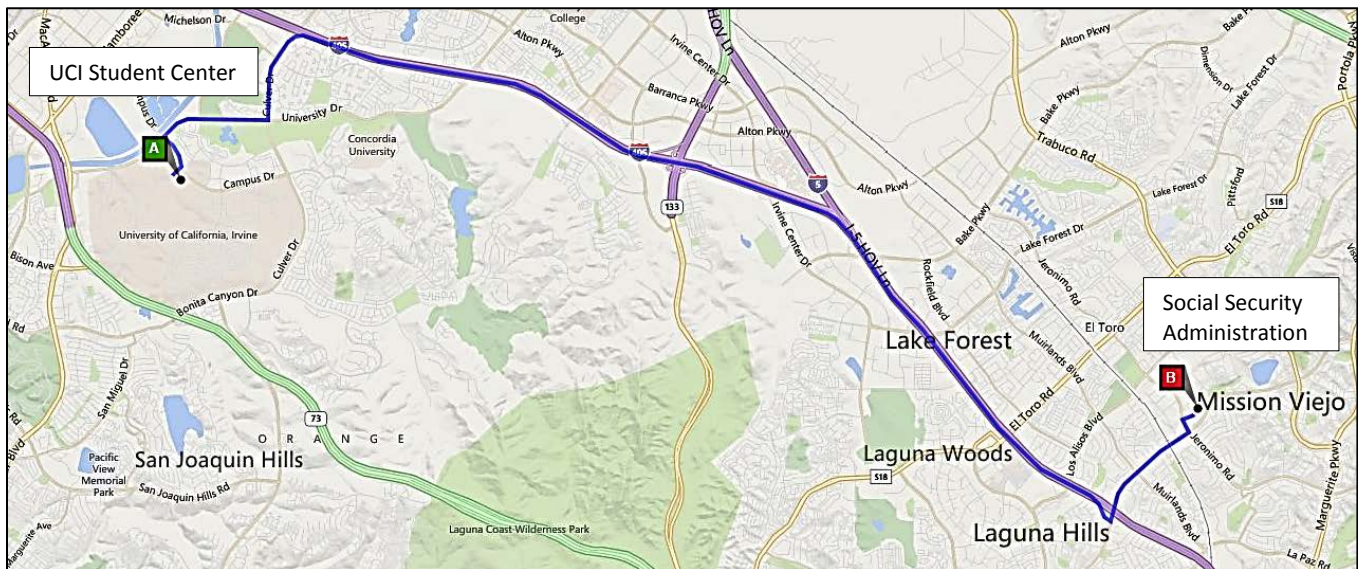
H1-B	J-1 Scholar	J-2 Dependent
<input type="checkbox"/> Passport <input type="checkbox"/> Visa Stamp <input type="checkbox"/> I-94 Document <input type="checkbox"/> H1-B Approval Notice	<input type="checkbox"/> Passport <input type="checkbox"/> Visa Stamp <input type="checkbox"/> I-94 Document <input type="checkbox"/> DS-2019 <input type="checkbox"/> Invitation Letter from Hiring UCI Department	<input type="checkbox"/> Passport <input type="checkbox"/> Visa Stamp <input type="checkbox"/> I-94 Document <input type="checkbox"/> DS-2019 <input type="checkbox"/> EAD Card
TN	O-1	E-3
<input type="checkbox"/> Passport <input type="checkbox"/> Visa Stamp ( <i>Mexican Nationals Only</i> ) <input type="checkbox"/> I-94 Document <input type="checkbox"/> Job Offer Letter <input type="checkbox"/> <i>If applicable:</i> TN Approval Notice	<input type="checkbox"/> Passport <input type="checkbox"/> Visa Stamp <input type="checkbox"/> I-94 Document <input type="checkbox"/> O-1 Approval Notice	<input type="checkbox"/> Passport <input type="checkbox"/> Visa Stamp <input type="checkbox"/> I-94 Document <input type="checkbox"/> Job Offer Letter <input type="checkbox"/> <i>If applicable:</i> E-3 Approval Notice

### Mission Viejo Social Security Office

The International Center highly recommends visiting the Mission Viejo Social Security Administration office. This location is closest to the UCI Main Campus and is familiar with UCI Students and Scholars. The Mission Viejo office will be able to best assist your needs as an international student or scholar.

Address	Office Hours	Contact
26051 Acero Road Mission Viejo, CA 92691	Monday: 9:00 am—3:00 pm Tuesday: 9:00 am—3:00 pm Wednesday: 9:00 am—12:00 pm Thursday: 9:00 am—3:00 pm Friday: 9:00 am—3:00 pm	Website: <a href="http://www.ssa.gov">www.ssa.gov</a> Telephone: (800) 772-1213

### Map to Mission Viejo Social Security Office



### Driving Directions

For up-to-date driving directions with current traffic conditions, the IC recommends the following internet-based map programs:

- Google Maps: [www.google.com/maps](http://www.google.com/maps)
- Bing Maps: [www.bing.com/maps](http://www.bing.com/maps)

### Public Transportation Directions

To plan your route on the Orange County Transportation Authority (OCTA) bus system, the IC recommends utilizing the following sites:

- Orange County Transportation Authority (OCTA): [www.octa.net](http://www.octa.net)
- Google Maps: [www.google.com/maps](http://www.google.com/maps)
- Bing Maps: [www.bing.com/maps](http://www.bing.com/maps)