

Obtaining A Social Security Number (SSN)

The Social Security Number is a permanent identification number issued by the U.S. government. A student or scholar needs a Social Security Number (SSN) if they will receive a salary or stipend from the University of New Haven or from the off-campus OPT, CPT or AT employer. If employed, they will also need an SSN to file a U.S. income tax return for each calendar year they were present in the U.S.

SSNs are often used for a variety of unofficial purposes, such as opening telephone, utility, or bank/credit card accounts. While having an SSN is convenient for these reasons, it is not required. **A paid employment is required in order to apply for an SSN.** The student or scholar must have entered the U.S. at least 10 days prior to submitting the application and may not apply more than 30 days before the start of employment.

All U.S. employers require employees to have a Social Security Number (SSN) for the purpose of reporting individual employee earnings for tax purposes and thus the SSN is required to receive compensation for work in the US. If you get an SSN, keep the card and number safe, and be careful with whom you share this information, as it can be used for identity theft purposes.

I Need an SSN for:	How to Apply:
On-Campus Employment	If you secure an On-Campus job, The Office of Student Employment will assist you with the Social Security Number Application.
Curricular Practical Training (CPT)	If you do NOT have an SSN from prior On-Campus Employment, apply for an SSN <u>in person</u> by following these steps: <ol style="list-style-type: none">1. Gather the following documents as listed here: https://www.ssa.gov/ssnumber/ss5doc.htm<ol style="list-style-type: none">a. CPT Form I-20 (updated and endorsed for practical training)b. Passport bio pagec. Visa Page in Passport with entry stamp from your arrivald. Form I-94 (Arrival/Departure Record)e. Offer Letter from Employerf. Letter from UIS identifying you and confirming student status.2. Print and Fill Out Application SS-5: https://www.ssa.gov/forms/ss-5.pdf

	<p>3. Make an appointment to BRING the above to the nearest Social Security Office (New Haven, CT): https://secure.ssa.gov/ICON/ic001.action#officeResults</p> <p>PLEASE NOTE: <u>Call the local office before visiting.</u> Due to COVID-19 restrictions, the office hours may be limited for in person appointments.</p> <p><i>You must present original documents or copies certified by the agency that issued them. The SSN Office cannot accept photocopies or notarized copies. All documents must be current (not expired). A receipt showing you applied for the document is NOT accepted.</i></p>
<p>Optional Practical Training (OPT)</p>	<p>If you do not have an SSN from On-Campus Employment but are lawfully present in the United States and plan to apply for work authorization from U.S. Citizenship and Immigration Services (USCIS):</p> <p>Apply for your SSN on the same USCIS application Form I-765 (Application for Employment Authorization). For more information, see https://www.ssa.gov/ssnvisa/ebe.html.</p> <p>If you did not request an SSN on your form I-765 (Application for Employment Authorization) you will need to apply in person with the following:</p> <ol style="list-style-type: none"> 1. Gather the following documents as listed here: https://www.ssa.gov/ssnumber/ss5doc.htm <ol style="list-style-type: none"> a. CPT Form I-20 (updated and endorsed for practical training) b. Passport bio page c. Passport Visa Page with entry stamp from your arrival d. Form I-94 (Arrival/Departure Record) e. EAD Card (I-766 Employment Authorization) f. Offer Letter from Employer g. Letter from UIS identifying you and confirming student status. 2. Print and Fill Out Application SS-5: https://www.ssa.gov/forms/ss-5.pdf 3. Make an appointment to BRING the above to the nearest Social Security Office (New Haven, CT): https://secure.ssa.gov/ICON/ic001.action#officeResults

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