

# F-1 Student Applying for a U.S. Social Security Number Brownsville Office – COVID Update

As an F-1 student, you are permitted to work on campus (or off-campus if they have permission from U.S. Citizenship and Immigration Services/USCIS). In order to be paid you will need a Social Security Number (SSN).

## 4 STEPS FOR APPLYING FOR A SOCIAL SECURITY NUMBER (SSN)

1. To obtain a Social Security Number (SSN) you will first need to have an actual job offer on campus
2. Complete the International Student On-Campus Employment Authorization Form.
3. IASS will issue a letter for you to take to the Social Security Administration. You must request the letter at the time of completing the Employment Authorization Form.
4. Call the Brownsville Social Security Administration (SSA) Office requesting your social security number. Once you do they will call IASS to confirm the request your our social. After they confirm with us they will call you with a date for an in-person appointment.

## BROWNSVILLE SOCIAL SECURITY ADMINISTRATION OFFICE INFORMATION

3115 Central Blvd, Brownsville, TX 78520

Hours: 9 A.M – 4 P.M

Phone: (800) 772-1213

Recommended documents to fax:

- IASS letter
- Valid Passport
- Valid I-20 (F-1)
- Visa
- Form I-94
- Original Birth Certificate (recommended)

*Note: The office is currently closed and is only taking appointments by phone.*

## WHEN CAN I GET MY SOCIAL SECURITY NUMBER?

If approved, new security procedures do not permit a Social Security Number to be issued immediately. All your documentation will be verified with immigration and a number will be issued in 2-6 weeks.

## WHEN CAN I START TO WORK?

Even though having a Social Security Number (SSN) is not a requirement for employment eligibility or starting employment under USCIS regulations, an employer may choose to begin employing someone **before** the person has an SSN. But **you cannot be paid** until you have received your SSN. (HR would not provide approval of employment if you have not obtained your SSN). Immediately upon notification of employment, employees must report to Human Resources to ensure that all employment eligibility documents are in order and to comply with other new hire Human Resources requirements.