A Social Security Number (SSN) is required to report wages to the U.S. government. J-1 international students and scholars are eligible to apply for a SSN only if they have an offer of employment. Applications must be done in person at the Social Security Administration Office.

The following documents are required to apply for a Social Security Number:

- A completed Social Security Card Application (available at the Social Security office or online at http://www.socialsecurity.gov/online/ss-5.pdf)
- Valid passport
- Current I-94 card
- J-1 visa
- DS-2019 form with port of entry stamp and most current DS-2019
- Birth certificate (certified or original) if available
- Proof of employment eligibility (see below and submit what is applicable to you)

J-1 Students

Engaging in On-Campus Employment/Academic Training

An employment verification letter must be submitted to a J-1 Alternate Responsible Officer (ARO) at the International Services Center for an ARO stamp before it can be taken to the Social Security Administration Office. The original letter must be on letterhead and include:

- Name of student
- Nature of the job
- Employment start date
- Number of employment hours per week
- Employer identification number
- Supervisor name, telephone, and signature

J-1 Scholars/Professors/Specialists

To apply for a SSN, you must have completed your orientation check in session prior to receiving approval from the International Services Center. The invitation letter from UCF must then be submitted to a J-1 Alternate Responsible Officer (ARO) at the International Services Center for an ARO stamp before it can be taken to the Social Security Administration Office.

J-2 Dependents Authorized for Employment

An employment verification letter must be submitted to a J-1 Alternate Responsible Officer (ARO) at the International Services Center for an ARO stamp before it can be taken to the Social Security Administration Office. You will also need to show proof of your Employment Authorization Document card (issued by the Department of Homeland Security).
Important Points to Remember

1. Must wait 2 weeks after arrival to U.S. to apply
2. Must submit a copy of your Social Security card receipt letter to ISC
3. Must submit a copy of your signed Social Security card to ISC

Address

Social Security
Suite 101
5520 Gatlin Avenue
Orlando, FL 32812
http://www.ssa.gov

Hours

Monday – Friday
8:30 AM – 3:30 PM
Closed on federal holidays

Driving Directions

• From UCF take University Blvd towards Semoran Blvd (SR 436)
• Make a left turn on Semoran Blvd
• Make a right turn on Gatlin Ave
• Social Security Office is the building on the left-hand side

Phone Numbers

Local: 1-866-964-6146
Toll Free: 1-800-772-1213
TTY: 407-273-5991

LYNX Bus Service:

Please go to the LYNX trip planner to find the appropriate bus that will take you to the Social Security Office from your home or the UCF campus: http://trip1.golynx.com/