

## **Procedures for Requesting a Social Security Number for CPT or OPT**

F-1 students can only request a Social Security Number (SSN) if:

1. The student has an Employment Authorization Document (EAD) from US Citizenship & Immigration Services (USCIS) authorizing employment *or*
2. The student has authorization on page 2 of the I-20 for Curricular Practical Training *or*
3. The student has received an offer for on-campus employment.

Obtaining a Social Security Number:

1. Once you have received your EAD from USCIS or your CPT I-20 from CIE, you should request a letter from CIE for Obtaining a Social Security Number using the Letter Request Form.
2. Visit the Hayward office (or an office close to your home) of the Social Security Administration to apply for your Social Security Number. You will need to take with you:
  - **Valid Passport**
  - **Printout of your I-94 (can obtain at [www.cbp.gov/i94](http://www.cbp.gov/i94))**
  - **I-20 (OPT or CPT)**
  - **Job Offer/Internship Offer Letter from company**
  - **Letter from the Center for International Education**
  - **EAD card if applying based on OPT**

The Social Security Administration (Hayward Office) is located next to the Southland Mall:

**24301 Southland Drive, Suite 500  
Hayward CA 94545  
(510) 783-3859**