Procedures for Requesting a Social Security Number for Off-Campus Employment

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

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

This handout explains the steps for requesting a Social Security Number based on receiving an offer for off-campus employment.

1. Once you have been approved for Curricular Practical Training by CIE, Optional Practical Training or Economic Hardship by USCIS, you need to:
   a. Return to CIE with your Job Offer Letter and EAD Card** (if applicable).
   b. Request a support letter by filling out a “Letter Request Form” for “My Application to Social Security Administration”.
2. Visit the Hayward office of the Social Security Administration to apply for your Social Security Number. You will need to take with you:
   - Passport
   - I-94
   - I-20
   - Job Offer Letter
   - EAD Card** (if applicable)
   - Letter from the Center for International Education.

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

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

**CPT approved students do not need an EAD Card