



How to Apply for a Social Security Number (SSN) for Academic Training

International students working in the U.S. must obtain a Social Security Number (SSN) to be properly reported in their employer's payroll system and to be able to properly file a tax return. You may begin Academic Training (AT) before you obtain an SSN, but to receive pay, most employers require that you provide an SSN.

If you do NOT already have an SSN, you must apply at a [Social Security Administration \(SSA\) Office](#).

- You may only apply for an SSN within 30 days of your employment start date.
- It is free to apply for an SSN.
- The SSA typically takes 2 to 4 weeks to process an SSN application.
- Work Authorization Reminder
 - An SSN does not provide work authorization.
 - To work off campus, an international student must be authorized for employment through [J-1 Student Academic Training \(AT\)](#).

Schedule Your SSA Appointment

1. Complete the [Online Social Security Number Application](#).
2. [Make an appointment](#). The closest SSA Office to CU Boulder is 480 West Dahlia Street, Louisville, Colorado 80027. You may find other office locations on the [SSA website](#).
 - Your appointment at a local SSA Office needs to be within 30-days from the date ISSS issued the letter
 - Keep a copy of your confirmation number.

Required Documentation to Bring to SSA Appointment

- Valid passport
- [Most Recent I-94](#)
- Form DS-2019 with Academic Training authorization
- Employer offer letter
- ISSS authorization letter
- An additional form of identification (such as your Buff One Card)
- SSA appointment confirmation number