



Applying for a Social Security Number (SSN)

Closest Social Security Administration (SSA) Office
480 West Dahlia Street, Louisville, Colorado 80027
[Social Security Administration website](#)

If you have been offered employment in the U.S. or are faculty/staff on CU Boulder payroll and you do not have a SSN, you must apply for a SSN. A SSN is required to receive payment for work in the U.S.

- You may not apply for a SSN more than 30 days prior to your employment start date.
- You must apply for a SSN within 30 days of the issue date indicated on the ISSS SSN support letter.
- Follow the guidelines to complete and submit your request
- After you submit your online request, you must VISIT your [Local SSA office](#) with your documentation within 45 calendar days. (Our letter asks them to apply within 30 days, I don't know if this will cause more confusion. Please let me know your thoughts.)

Check SSA's [hours of operation](#) before going to a SSA office to submit your documentation.

- The Louisville SSA office offers walk-in appointments.

Students In F-1 Or J-1 Status

All new and continuing students must complete the *SSN Letter Request* e-form in the [MyISSS portal](#) and obtain the SSN support letter issued by ISSS prior to applying for a SSN at SSA.

In order for ISSS to issue the letter, students must be enrolled in a full-time course load (or authorized equivalent). New students must also complete the *Immigration Check-In* e-form and *Immigration Essentials Quiz Grade Submission*.

- New students should wait at least 3 business days from ISSS issuing the SSN letter to apply for a SSN. This allows time for the SEVIS record registration to appear in Social Security Administration's system.

Exchange Visitor Scholar Or Student Intern In J-1 Status

Wait at least 5 business days after completing your immigration check-in with ISSS to apply for a SSN (this includes submitting an *Immigration Check-In Form* with all required documentation and completing the *J-1 Exchange Visitor Orientation and Quiz* in the MyISSS portal).

- This allows time for your SEVIS record to be validated and to appear in the Social Security Administration's system.

Documentation You Must Bring to SSA to Apply for a SSN

- Valid passport
- [Valid I-94](#)
- Current I-20 or DS-2019
- Additional form of photo identification (e.g., CU Boulder temporary visitor ID card, Buff OneCard)

Only Students in F-1 or J-1 Status and J-1 Student Interns

- SSN support letter issued by ISSS (cannot be more than 30 days old at the time of the SSN application)

Only Students in F-1 or J-1 Status

- Offer letter from on-campus employer, assistantship/fellowship offer letter

The application for a SSN is free. It typically takes 2 to 4 weeks for the SSA to process a SSN application. You can begin working without an SSN, however, you will not be paid until you provide your SSN to your department or human resource office.

Directions To Louisville Social Security Administration Office From Campus

- Review the [RTD bus schedule](#) prior to traveling as routes may have changed since the publishing of this handout.

Step 1: Walk from the University of Colorado Boulder to Broadway & 20th Street

Step 2: Take the RTD Bus named FF1/FF2–Union Station Express.

- It will depart from the west side of Broadway & 20th street

Step 3: Arrive at U.S. 36 & McCaslin Boulevard Station, Gate A

- The previous stop is U.S. 36 & Table Mesa Station Gate A.
- If you reach Park Avenue West & Wewatta Street, you have gone too far.

Step 4: Walk from U.S. 36 & McCaslin Boulevard Station Gate A to the Louisville Social Security Administration Office. This is about a 1.1 mile walk.

Additional Tasks for Students and Scholars Employed by CU Boulder

- Complete the I-9 process with [Human Resources](#) (HR) no later than 3 days after beginning work**

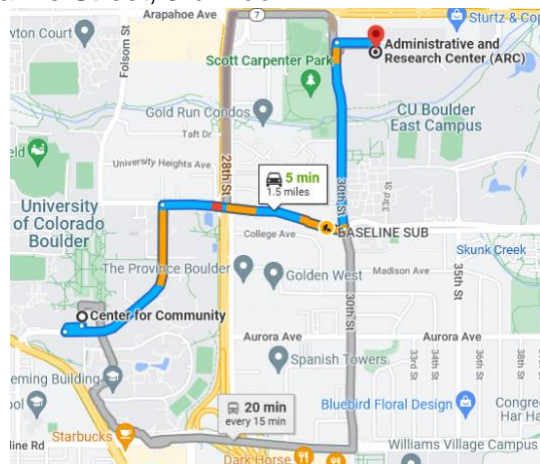
Administrative and Research Center (East Campus), 3100 Marine Street, 3rd Floor

- You can take the RTD Stampede shuttle bus to HR

Document you must bring to HR to complete your I-9:

- Valid passport
- Current Visa
- Valid I-94
- Current I-20 or DS-2019
- Buff OneCard/ License /Photo ID

No appointment is necessary; call 303-492-6893 for more information.



- Meet with a CU International Taxation Specialist**

Review the [International Tax](#) website and [schedule a virtual appointment](#) to meet with an International Tax Specialist.

Documents required for your International Tax appointment:

- Valid passport
- Current visa
- Valid I-94
- Immigration document(s)
 - E.g., I-20, DS-2019, EAD, H-1B approval, etc.)
- History of U.S. presence (entry and exit dates and immigration statuses)

- Social Security Number (ideal, but not required)