



How to Apply for a Social Security Number (SSN)

1. To apply for an SSN, you must have a job offer.

- If you have been offered employment in the U.S. or are faculty/staff on CU Boulder payroll and you do not have an SSN, you must apply for an SSN.
- An SSN is required to receive payment for work in the U.S.
- You may start working *without* an SSN, but you are required to provide it to Human Resources (HR) as soon as the SSN is received. Reach out to your supervisor for a secure method of submission.
 - An SSN is required when you file your taxes if you have ever been employed in the United States.
- You may not apply for an SSN more than 30 days before your employment start date.

2. All new and continuing students in F-1 or J-1 status must request an SSN *Letter* from ISSS to support their application to the Social Security Administration (SSA).

- Complete the *SSN Letter Request e-form* in the [MyISSS portal](#) under Training/Employment-Related Forms.
- For ISSS to issue the SSN support 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*.
- You must apply for an SSN within 30 days of the issue date indicated on the ISSS SSN support letter.
- **Note:** New students should wait at least 3 business days from ISSS issuing the SSN support letter to apply for an SSN. In some cases, you may need to wait 10 calendar days from entry into the U.S. in F-1 or J-1 student status to apply for an SSN.
 - Please review [this handout](#) regarding SAVE, an information service for authorized federal, state, and local benefit-granting agencies for further information.

3. Complete the [Online Social Security Number Application](#) on the Social Security Administration website.

- After submitting the application, keep a copy of your confirmation number.

4. Visit your local Social Security Office within 45 days of submitting your [online application](#) to complete the process.

- Bring your confirmation number and required documentation (hard copies):
 - 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
- Offer letter from on-campus employer, assistantship/fellowship/internship offer letter



- The closest Social Security Administration (SSA) Office is at **480 West Dahlia Street, Louisville, Colorado 80027**. The Louisville SSA office offers walk-in appointments, or you can [book an appointment](#) when you apply.
- [Map and directions to SSA in Louisville, CO](#)
- You may find other office locations on the [SSA website](#).
- Check the SSA's [hours of operation](#) before going to an SSA office to submit your documentation.
- It's free to apply for an SSN, and it typically takes 2 to 4 weeks for the SSA to process an SSN application.

Additional Tasks for Students and Scholars Employed by CU Boulder

5. Complete the [Form I-9](#) no later than 3 days after beginning work.

Documents 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.

6. Meet with a CU International Taxation Specialist

Review the [International Tax](#) website and [orientation](#) 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)