Important Resources

F-1 visa requirements and benefits
UT Dallas ISS Office
www.utdallas.edu/student/international

Social Security
Social Security Administration
www.ssa.gov

Social Security taxes
Publication 519, Section 8
Internal Revenue Service
www.irs.gov

The University of Texas at Dallas
International Student Services
800 W. Campbell Rd., SSB34
Richardson, TX 75080-3021
Phone: 972-883-4189
Fax: 972-883-4010
Email: ISSOCurrent@utdallas.edu

Social Security Offices and Info

Social Security office closest to UT Dallas:

10824 N. Central Expressway
Dallas, TX 75231

Check before you go! Office hours change frequently.
For office hours or other SSA locations: www.ssa.gov/locator.

How Do I Apply for a Social Security Card?

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Social Security Cards

The following is based on information found at www.ssa.gov. It is subject to change without notice and is not to be considered legal advice.

STEP I: Proof of employment and work authorization

In order to obtain a Social Security Number (SSN) and card, the Social Security Administration (SSA) requires all F-1 students to provide proof of valid F-1 status, proof of employment and proof of work authorization. Depending on the job, the required documents vary:

If your first U.S. job is on campus:

- Have your employer provide you with a letter using the Career Center template called On-Campus Employment Offer Letter: http://www.utdallas.edu/isso/docs/Employment-Offer-Letter.pdf
- Take the letter to the Career Center for a signature.
- Submit a letter request to the ISSO. You will need information from the Career Center letter to complete the request form.
- You will be emailed the next business day to pick up the ISSO letter. Take both letters to a Social Security Office. — Proceed to STEP 2.

If your first U.S. job is Curricular Practical Training (CPT):

- A Career Center letter is not required; the information on page 3 of your CPT I-20 is your proof of employment.
- An ISSO SSN letter will be issued with the CPT I-20.
- You will be emailed when the I-20 and letter are ready for pickup. — Proceed to STEP 2.

If your first U.S. job is Optional Practical Training (OPT):

- When you receive the OPT Employment Authorization Document (EAD), request a SSN letter from the ISSO. You will be emailed when the letter is ready for pickup.
- A Career Center letter is not required; your I-20 plus EAD meet the work authorization requirements. — Proceed to STEP 2.

STEP 2: The Social Security Office

Take the documents from STEP 1 and the following to a Social Security Office:
- Passport
- F-1 visa
- I-94
- Form I-20

We suggest that you take the originals and a copy of your immigration documents.

At the Social Security Office you will be given a short form to complete and the clerk will check your immigration documents.

The SSN card will be mailed to the address you list on the form, usually within two weeks.

- If you use the ISSO address, we will email you on the day we receive the card.

When to Apply

The following are SSA application limits. If you apply too early your application could be delayed or denied.

- Newly arrived — At least 10 days after arrival in the U.S.
- CPT — 30 days or less before the CPT start date
- OPT — On or after the EAD start date

Identity Theft

Protect your Social Security number! You must show your card to your employer. After that, store it in a safe place. Do not supply your number to anyone unless you are confident your information will be kept secure.

Replacement Card

If your card is lost or stolen or if your legal name changes, you can obtain a free replacement card. You will need to meet the same qualifications and will follow the same procedures as the original card. If your name changed you will also need proof of that change, such as a marriage certificate or an updated passport.

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