



International Student Services

Social Security Offices and Info

The closest Social Security office to UT Dallas is at
**10824 N. Central Expressway
Dallas, TX 75231**

Phone
1-800-772-1213

Business hours
Mon-Fri 9:00 A.M. - 3:30 P.M.

You can find more information at
ssa.gov

To locate other Social Security offices, use the office locator at
ssa.gov/locator

More Important Resources

F-1 student information is available at
utdallas.edu/isso/f1-students/

Internal Revenue Services
irs.gov

International Student Advising

Phone
972-883-4189

Email
ISSOCurrent@utdallas.edu

Walk-In Advising
**Monday and Friday 1pm - 4:45pm
(in person)**

Appointment Advising
**Tuesday and Thursday 9am – 11:45am,
Thursday 1pm – 4:45pm
(call 972-883-4189 to schedule a phone
or in person appointment)**

5 Minute Express Advising
**Monday, Thursday, and Friday 1pm –
4:45, Tuesday and Thursday 9am –
11:45am**

Social Security Card Application

The University of Texas at Dallas
International Student Services
800 W Campbell Rd, SSB34
Richardson, TX 75080-3021
utdallas.edu/ic



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

STEP 1: 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

- After completing hiring paperwork with the Career Center, the Career Center will provide you with a job offer letter.
- Submit a letter request to the ISSO with a copy of your On-Campus Employment Offer Letter.
- ISSO will email you when your letter is ready to be picked up. Take both letters to a Social Security Office.

If your first U.S. job is on campus with retailer

- Your employer will provide you with a job offer letter.
- Submit a letter request to the ISSO with a copy of your On-Campus Employment Offer Letter.
- ISSO will email you when your letter is ready to be picked up. Take both letters to a Social Security Office.



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 1-20 is your proof of employment.
- When you request the CPT 1-20 from the ISSO, also request a SSN letter.
- You will be emailed when the I-20 and letter are ready for pickup.

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.
- You do not need an ISSO letter. Your OPT I-20 plus EAD meet the work authorization requirements.

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



Make 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. Your SSN card will be mailed to the address you gave 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 SS 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 - after 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 must 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.