



## How to Apply for a Social Security Number (SSN) for Employment

### Step 1: Check in with Student Services

- F-1 and J-1 students must have legal employment to be approved for the SSN. For employment at HIU, [Human Resources](#) will issue your employment offer letter.
- Please sign your employment offer with blue or black ink. Send a scanned copy to [sevis@hartfordinternational.edu](mailto:sevis@hartfordinternational.edu) and cc [eormseth@hartfordinternational.edu](mailto:eormseth@hartfordinternational.edu). In the subject line of the email write "DSO Letter Request & Signed Copy of Offer Letter." Keep the original to bring to your appointment. Once your signed offer letter is received, SEVIS will issue you a DSO letter for your SSN appointment.

### Step 2: Begin your SSN application online at [www.ssa.gov/ssnumber](http://www.ssa.gov/ssnumber)

- Use the spelling of your name, surname, and birthdate exactly as it appears on your passport. For city of birth, use the place of birth entry on your passport. Remember that in the US dates are typically written with the month first, followed by the day, followed by the year in this format: MM/DD/YYYY. Fill this form out carefully and avoid mistakes.
- **Print the confirmation form** and note the application ID number.

Step 3: Visit the [nearest Social Security Office](#) to apply for a Social Security Number (SSN). For Hartford residents the closest office is [here](#). An appointment is not needed. The best time for walk-in visits is after 1PM. The office closes at 4PM.

- Bring the following to the Social Security office:
  - Printed form with application ID number (present this first)
  - Passport
  - I-94 Admission printout
  - Form 1-20 (your signature in blue or black ink)
  - Signed employment offer letter (your signature in blue or black ink)
  - Signed DSO letter
- After going through the metal detector, take a number from the machine to wait for your appointment.
- When they call your number, tell them you are a student applying for a new SSN for employment and show them the **printed form with application ID number first**.
- It is normal to be asked a few questions such as where were you born, what is your mother's maiden name (name before marriage), and what is your new job.

Step 4: Wait for your SSN card to arrive in the mail. Do not begin working until your card arrives and you submit your I-9. Guard this number carefully as it can be used to steal your identity.