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A Social Security Number (SSN) is a tax identification number required to report earned income. International students are eligible for a SSN only if you are earning income through employment.

STEP 1

In order to apply for a SSN, international students must submit the following to the International Student Center:

- Original letter of employment or offer letter with the following information:
 - Employee's (Student's) Full Name
 - Employer Name, Address and EIN
 - Supervisor Name and Contact Information
 - Job Title and brief description
 - Dates of Employment
 - Number of hours per week (must not be more than 20 hours during the semester)
- If the employment is off-campus, student must also submit the following:
 - I-20 with CPT authorization OR copy of EAD card showing OPT approval

STEP 2

International Student Center staff will review your document(s) and provide a SSN eligibility letter, if eligible.

STEP 3

Go to a Social Security Administration Office closest to your residence. You can find the closest office at www.ssa.gov. Click on "Locate a Social Security Office," on the bottom of the left side of the screen.

601 ALLERTON ST, 2nd Floor
REDWOOD CITY, CA 94063

800 S. CLAREMONT ST, Suite 101
SAN MATEO, CA 94402

700 E. EL CAMINO REAL, Suite 350
MOUNTAIN VIEW, CA 94040

You must bring the following documents when applying for an SSN:

- Passport with F-1 visa
- I-94 record (www.cbp.gov/i94)
- All I-20s
- EAD card (if applicable)
- Employment letter
- SSN eligibility letter from International Student Center
- You may download FORM SS-5 or obtain it at the SSN office: <http://ssa.gov/online/ss-5.pdf>.

After you submit your application, you will be given a receipt of SSN application. Within 2-6 weeks, your SSN card will be sent to you by mail. Make sure you provide a copy to your employer.

Please be aware that once you obtain a SSN, you must submit tax forms for every year of employment by April 15. International Student Center provides information regarding tax obligations in the spring semester.