Office of International Students
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New York, NY 10016-4309
212.817.7490
212.817.1626 fax
intstu@gc.cuny.edu
www.gc.cuny.edu

THE GRADUATE CENTER
CITY UNIVERSITY OF NEW YORK

Social Security Number Application Procedures

The US Social Security Administration (SSA) will accept an application for a Social Security Number (SSN) only when a student is employed, or will be employed within 30 days of the date of the application.

A.   Preliminary Requirements
1. **All new students** must have completed the check-in process at the Office of International Students.
2. **All students** must be in ACTIVE Status in SEVIS.
3. **New students** who have arrived in the United States for the first time should wait 10 days after entry before their SEVIS entry records appear in the SSA database.
4. **All students** must be currently registered full-time at The Graduate Center.

B.   Documentation Requirements
Bring the following documents to the Office of International Students.
1. Valid **passport** with photograph.
2. **I-94 Record.** Students may print their I-94 record at **https://i94.cbp.dhs.gov/I94/#/home**
3. **SEVIS Form I-20 (F-1 students) or Form DS-2019 (J-1 Students)**
4. **Employment Verification Letter** from the CUNY employer. The letter must be on official letterhead, and must include all of the following information. (See Employer Verification Letter template.)
   a. Name of student,
   b. Type of job,
   c. Job title,
   d. Job start date,
   e. Number of hours per week,
   f. Employer's name, address and phone number,
   g. Employer's US tax EIN. The EIN number for all of CUNY is 13-3893536,
   h. Name and title of student's immediate supervisor,
   i. Signature and title of person preparing the letter, and
   j. The date
5. **Status Verification Letter** from the Office of International Students at The Graduate Center verifying your immigration status and confirming your job on-campus.
6. **Social Security Application Form - Form SS-5** is available at: https://www.ssa.gov/forms/ss-5.pdf

The SSA Office will verify your legal status and eligibility for a Social Security Number. New students will normally have a response from the SSA within two to three weeks.

NOTE: Request a Receipt of Application before leaving the Social Security Office.

SOCIAL SECURITY OFFICE LOCATIONS

Manhattan Social Security Card Center - For any address in New York City or the Tri-State area:
   123 William Street, 3rd Floor, Southwest Corner Fulton and William Streets
   Subway 4, 5, 2, 3, A, or C – to Fulton Street/Broadway-Nassau
Queens Social Security Card Center:
   155-10 Jamaica Avenue, Second Floor
   Corner of Parsons Boulevard & Jamaica Avenue, Jamaica
Brooklyn Social Security Card Center:
   154 Pierrepont Street, Sixth Floor, Brooklyn
Bronx Social Security Card Center:
   820 Concourse Village West, Second Floor, Bronx
For addresses outside New York City: Contact the US SSA at: www.socialsecurity.gov

We advise that you go early in the day to avoid long waits.
Social Security Offices are open from 7:00am to 4:00pm Monday through Friday.