

## Information Guide: Getting a Social Security Number

For University of Oregon F-1 and J-1 Students rev 2017-08-30

To be eligible for a Social Security number, F-1 / J-1 students require employment or employment authorization. Please read through the following instructions for your specific employment situation. If you have any questions, meet with an international student advisor in the Office of International Affairs.

### I AM A F-1 / J-1 STUDENT AND I HAVE AN ON-CAMPUS JOB

1. Download the **F-1 Social Security Verification Form** or **J-1 On-Campus Work Authorization Form** from <http://iss.uoregon.edu/forms>. Complete Part 1 of the form.
2. Take the correct Social Security Verification form to your on-campus department where you will be working, so that your on-campus supervisor can complete Part 2 of the form.
3. Bring the signed form to the Office of International Affairs. An international student advisor will sign the bottom section and complete the form.
4. Take the signed and completed form to the local Social Security Administration (SSA) office to apply for a Social Security Number (see back page). Bring the following with you:
  - o Social Security Application form (<http://socialsecurity.gov/forms/ss-5.pdf>)
  - o Passport
  - o I-20 (F-1) or DS-2019 (J-1)
  - o I-94 admission record (print out from <https://i94.cbp.dhs.gov>)
  - o Signed F-1 Social Security Verification Form or J-1 On-Campus Work Authorization form

**NOTE:** If you are a **NEW** student (you have not yet started your studies at the UO), you must wait at least three (3) business days before going to the Social Security Office.

### I AM A F-1 STUDENT AND I HAVE BEEN APPROVED FOR CURRICULAR PRACTICAL TRAINING (CPT) OR OPTIONAL PRACTICAL TRAINING (OPT)

1. Go to the local Social Security Administration (SSA) office with the following documents:
  - o Social Security Application form (<http://socialsecurity.gov/forms/ss-5.pdf>)
  - o Valid Passport
  - o I-20 with your CPT authorization or OPT recommendation printed on Page 2
  - o I-94 admission record (print out from <https://i94.cbp.dhs.gov>)
  - o If applying on the basis of OPT, your USCIS Employment Authorization (EAD) card (note: you cannot apply for a SSN until you have received your EAD card)

### I AM A J-1 STUDENT AND I HAVE BEEN APPROVED FOR ACADEMIC TRAINING

1. Go to the local Social Security Administration (SSA) office with the following documents:
  - o Social Security Application form (<http://socialsecurity.gov/forms/ss-5.pdf>)
  - o Valid Passport and DS-2019
  - o I-94 admission record (print out from <https://i94.cbp.dhs.gov>)
  - o Your Academic Training authorization letter from your J-1 sponsor

**ASK FOR A RECEIPT:** When you apply for your SSN, ask for a receipt. Show the receipt to your employer so that your employer knows you have applied for a SSN.

**AFTER RECEIVING YOUR SSN CARD:** When you receive your SSN card, provide your SSN number to your employer. Otherwise, keep your SSN card and number private and safe.

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## SOCIAL SECURITY ADMINISTRATION (SSA) – Eugene Office

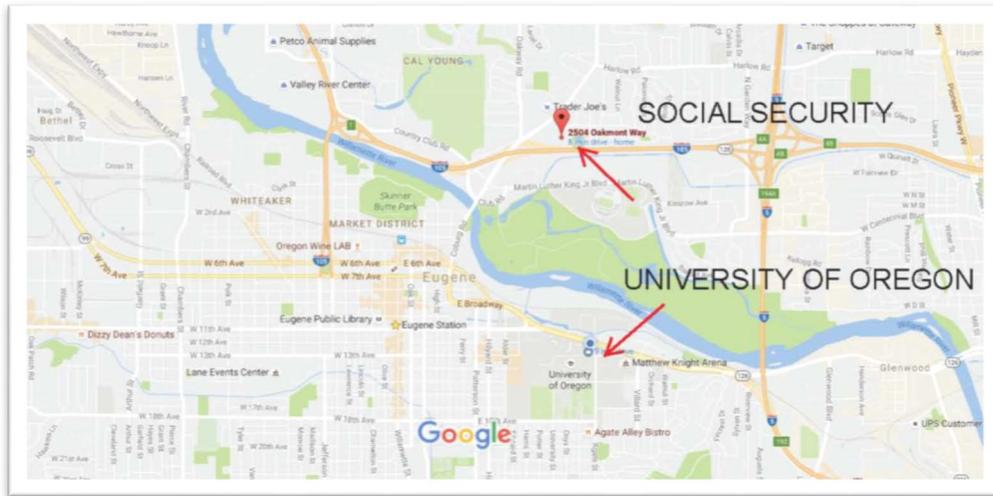
**Address:** 2504 Oakmont Way, Eugene OR 97401  
1-800-772-1213

**Website:** <http://socialsecurityhop.com/offices/social-security-office-eugene-or-97404-oregon>

**Hours:** Monday, Tuesday, Thursday, Friday: 9:00am – 4:00pm  
Wednesday: 9:00am – 12:00pm  
Saturday, Sunday: CLOSED

**Directions:** Take “BUS #67 – COBURG ROAD / VRC” from the Eugene Bus Station

The SSA Office is located across from the Oakway Center behind Albertson’s supermarket



**NOT IN EUGENE? Find your nearest Social Security Office by going to**  
<https://secure.ssa.gov/ICON/main.jsp>.

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## KEEP IN MIND

- **Keep your Social Security card and number private and confidential.** Do NOT give it out to anyone except to employers or trusted financial institutions such as your bank. If your SSN card is ever lost, report it to your SSA directly by calling 1-800-772-1213. You should also report a stolen card to your local police.
- **Your Social Security Number is a lifetime, permanent number.** If you already have a Social Security Number, you do not need to reapply for a new one.
- **The Social Security Number is NOT work permission.** It is needed AFTER you have been authorized to work, so that your employer can report your wages, earnings, and tax information to appropriate government authorities.

If you have any questions about Social Security, talk to an international student advisor in the Office of International Affairs.