

Procedures to Apply for a Social Security Number

In order to be eligible for a Social Security Number (SSN), F-1 students must meet the following requirements:

- Valid F-1 status
- Full-time current registration in SEVIS
- Presence in the U.S. for more than ten days
- Secured employment in the U.S.

To apply for an SSN, you will need to take the appropriate documentation. Please complete the SSN application (<http://ssa.gov/forms/ss-5.pdf>) prior to visiting an SSA office. See the bottom of page 2 of this document for information on completing the mailing address section of the application form. You will receive a receipt notice when you apply for the SSN. Be sure to keep it until the SSN card arrives in the mail. Once the SSN card is received, please bring the original to OIA to complete the hiring paperwork.

Pathway 1: Working on campus

F-1 students who **work on campus** and meet all of the above requirements must bring the completed Work-Study Employment Contract to OIA in order to receive an authorization letter. F-1 students will then need to provide the SSA with the following:

- Work-Study Employment Contract (<https://workstudy.juilliard.edu/faqs.aspx>)
- OIA Authorization Letter
- Most recent I-20, passport, and printed I-94 card (<https://i94.cbp.dhs.gov>)

Pathway 2: Working through Hire Juilliard

F-1 students who **work through Hire Juilliard** and meet all of the above requirements must bring the completed Hire Juilliard Contract to OIA in order to receive an authorization letter. F-1 students will then need to provide the SSA with the following:

- Hire Juilliard Contract (received from OIA and signed by Career Services)
- OIA Authorization Letter
- Most recent I-20, passport, and printed I-94 card (<https://i94.cbp.dhs.gov>)

Pathway 3: Working off-campus through CPT

F-1 students who have offers for off-campus work (not through Hire Juilliard) must receive **Curricular Practical Training (CPT)** authorization from OIA *before* starting employment. Once a student has CPT authorization and meets all of the above requirements, he/she will need to provide the SSA with the following:

- Job offer letter
- I-20 (with CPT authorization), passport, and printed I-94 card (<https://i94.cbp.dhs.gov>)
 - CPT Request Forms can be found on our website (<http://www.juilliard.edu/campus-life/international-advisement/helpful-links-international-students>) or outside of our office

Directions to the Social Security Administration

123 William Street New York, NY 10038

Hours:

Monday, Tuesday, Thursday, Friday: 9am-3pm

Wednesday: 9am-12pm

Closed Saturday, Sundays and holidays



Start out going North East on LINCOLN CTR towards W 65TH ST

1 min

Turn left onto BROADWAY

4 min

Keep moving ahead on BROADWAY

4 min



Take the 3 Train from 72 Street station heading to NEW LOTS AV

7 min

Pass 42 Street -Times Square

4 min

Pass 34 Street - Penn Station

1 min

Pass 14 Street

3 min

Pass Chambers St

5 min

Pass Park Place

2 min



Get off at Fulton St

2 min

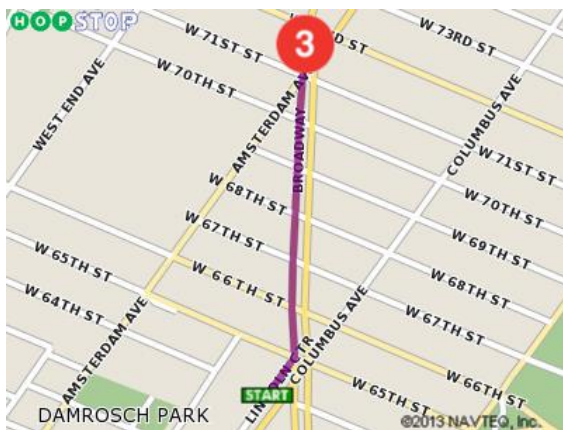
Exit near intersection of WILLIAM ST and JOHN ST

2 min

Start out going North East on WILLIAM ST

1 min

From LINCOLN CENTER to subway station



From subway station to 123 WILLIAM ST



IMPORTANT MAILING ADDRESS INFORMATION:

If you live on-campus, DO NOT use the residence hall address on your SSN application as the SSN will not be delivered to the Rose Building. If the SSN is lost in the mail, you will need to reapply for the SSN in person at a Social Security Administration office. All students, even those who live off-campus, should provide their Juilliard mailbox address on the SSN application. The address should be written as:

[Your Name]

[Your student mailbox number]

60 Lincoln Center Plaza

New York, NY 10023