

Applying for a Social Security Card

All F-1 and J-1/J-2 students and scholars must apply for a Social Security card once they have found employment. For additional information, please visit the International Student Services (ISS) webpage, <http://international.utsa.edu/living-in-san-antonio/social-security-number/>.

Effective August 1, 2014, the Social Security office no longer provides a printout sheet with the Social Security number (SSN) at the time of an appointment due to security concerns. International visitors applying for a SSN for the first time will need to wait until the card arrives by mail in order to receive the SSN numbers. Typically cards arrive within two weeks.

Documentation required to apply for a Social Security Card

- Passport
- I-94 card, either paper or electronic
- Form I-20 or Form DS-2019
- Letter from ISS (ONLY if you will be working for a UTSA department/unit)
- Offer letter for employment
 - Please use the ISS template if you are working for a UTSA department/unit, <http://international.utsa.edu/images/uploads/SSDepartmentLetter.pdf>.
- Completed Social Security Application- it is best to complete it online and then print to ensure legibility (<http://ssa.gov/forms/ss-5.pdf>).
 - In order to complete '#5' on the application, please consider the following:
 - If you check "Legal Alien **Allowed** to Work" you must provide a valid Form I-20 or DS-2019 as proof that you are eligible for employment. If you do not possess one of these documents, you must hold another employment eligible visa status and may provide a valid Employment Authorization Document (also known as an 'EAD card'). It is best to take a copy of your employment letter with you at the time that you apply for the SSN.
 - If you check "Legal Alien **Not** Allowed to Work" or "Other," you must provide a document from a U.S. Federal, State, or local government agency that explains why you need a Social Security number and that you meet all the requirements for the government benefit. NOTE: Most agencies do not require that you have a Social Security number.

Social Security Office Hours

- Monday, Tuesday, Thursday, and Friday – 9:00 AM to 4:00 PM
- Wednesday – 9:00 AM to 12:00 PM
- Saturday and Sunday – CLOSED

Contact Information

- Toll-free phone number- 1-800-772-1213, available Monday thru Friday, from 7:00 AM to 7:00 PM
- Additional information available at <http://ssa.gov/pubs/EN-05-10181.pdf>.

Address Information for San Antonio Offices

- 411 Richland Hills Drive, San Antonio, TX 78245
- 727 East Cesar Chavez, San Antonio, TX 78206 (7th Floor, Room 701)
- 402 Isom Road, San Antonio, 78216
- 3438 East Southcross, San Antonio, TX 78223

For more detailed directions and a copy of the map, please visit the International Student Services website, <http://international.utsa.edu/living-in-san-antonio/social-security-number/> or you can visit the Social Security website at <https://secure.ssa.gov/ICON/main.jsp#officeResults>.