

Steps to Obtaining a Social Security Number

F-1 students may apply for a Social Security Number (SSN) once they have been offered employment, either on or off-campus. Applications for Social Security numbers are processed by the U.S. Social Security Administration (SSA).

If you are a new student:

- You must be in the US for a minimum of **14 days** before you can submit your application and schedule your appointment.
- Make sure to complete your initial [SEVIS Registration](#).



Have your supervisor or office administrator **complete and sign** the top part of the [Social Security Letter](#).

Note: SSN applications will not be processed if the employment start date is more than 30 days away.



Stop by the Center for Global Engagement for an ISSS staff member to **sign** the bottom part of the [Social Security Letter](#).



Prepare required documents to provide at the Harrisonburg Social Security Administration Office.

To do:	Bring your:
<input type="checkbox"/> Complete the SSN Application Form	<input type="checkbox"/> Social Security letter, signed
<input type="checkbox"/> Print the confirmation page	<input type="checkbox"/> Passport
<input type="checkbox"/> Print your Most Recent I-94 (Official Arrival Record)	<input type="checkbox"/> I-20 Form & I-94 Form



Go to the Harrisonburg Social Security Administration Office – as early as the following day after you submit the SSN application and no later than 44 days after you submit the application.

The office is located at 351 N. Mason Street, Harrisonburg, VA 22802

Please note:

- Office hours are: Mon., Tue., Thu. & Fri. 9 am–4 pm and Wed. 9 am–2 pm
- There is a maximum capacity of 9 customers in the building. Additional people will need to wait outside the building.
- You will need to wear a mask.