

## Social Security Number: Eligibility and Application Process

**International students in F-1 status are not *required* to have a Social Security Number (SSN).** In almost all cases, a new international student will not have a Social Security Number upon arrival in the United States. International students do not need to possess a SSN and complete their entire academic program without obtaining one.

**When can an F-1 student get a Social Security Number?** F-1 students can obtain a Social Security Number if they find on-campus employment. After receiving an offer of employment, the student should schedule an appointment to meet with an advisor in the Office of International Student Services to continue with the process.

**How do students find employment on campus?** Part-time employment opportunities are listed on the TCC Human Resources Department webpage.

**Once a student has obtained employment:** Students will come to the Office of International Student Services and retrieve two forms – one that will be completed by an ISS advisor, and the other must be filled out by your on-campus employment supervisor to verify that a job offer has been made. An ISS advisor will review this process with you in detail.

**The Social Security Administration:** The student must go to the Tallahassee Social Security Administration building to apply for a Social Security Number.

The process takes about two weeks. If a student has not received his/her Social Security Card via postal mail within four weeks, we recommend that you follow up with the Social Security Administration to get an update on your application.

Students should bring the following documents to the Social Security Administration to apply for their SSN:

- Completed [Form SS-5](#) (Social Security Application form)
- Passport
- I-94 Number
- Form I-20
- Letters from both ISS and on-campus employment supervisor

The address for the Social Security Administration is:

Social Security Administration  
2002 Old Saint Augustine Rd  
Suite B-12  
Tallahassee, FL, 32301  
P: (866) 248-2088

**SSA Hours of Operation**

Monday, Tuesday, Thursday, Friday: 9AM -4PM  
Wednesday: 9AM -12PM  
Saturday, Sunday: *Closed*

**Once the student has received the Social Security Card:** Students should come to the Office of International Student Services so that we can make a copy of your card for our files. In addition, students need to bring their card to the Department of Human Resources.