

Am I eligible for a Social Security Card?

F-1 and J-1 students who are in valid immigration status, currently enrolled at UCR, and have been hired by a department or office on campus to work part-time are eligible for a Social Security Card. We cannot determine eligibility for students in an immigration status other than F or J.

I have a job on campus. I am in valid F-1 or J-1 status and I am currently enrolled. How can I get my Social Security Card?

1. Obtain a Social Security Letter from your department. The top portion should be completely filled out by your department and printed on letterhead.
2. Submit the completed Social Security Letter to the IEC for a Designated School Official (DSO) or Alternate Responsible Officer (ARO) signature. It normally takes 3 business days for us to process a Social Security Letter.
3. Once a DSO/ARO has signed your letter, you will be sent an email at your UCR email address to pick up the Social Security Letter from our office.
4. Take the Social Security Letter, your original I-20/DS-2019, passport, I-94 Admission/Departure card or print-out to the local Social Security Office. (Please note all **original** immigration documents will be required at the time you apply to the Social Security Office.)
5. You may visit the Social Security website: www.ssa.gov for more information about how to make an appointment, locations, and other general information. The nearest Social Security Office in Riverside is at:

Social Security
7880 Mission Grove Parkway South
Riverside, CA 92508
1-800-772-1213

Hours: Monday, Tuesday, Thursday, Friday: 9:00 a.m. – 3:30 p.m. and Wednesday: 9:00 a.m. – 12:00 p.m.
Driving Directions and directions for using the RTA bus (public transportation) are on the back of this sheet.

6. You may download the Application for a Social Security Card from the Social Security Administration website: <http://www.socialsecurity.gov/online/ss-5.html> or pick up an application at their office.
7. You may also want to review the following website, which gives important information on the required documents for your application: <http://www.socialsecurity.gov/pubs/10120.html>
8. Once you've applied for your card, you will receive a receipt from the Social Security Office indicating your card is being processed. You should receive your Social Security Card in approximately 10-14 days.

What if I have been approved for CPT? OPT? How can I get my Social Security Card?

CPT: Take your CPT I-20, passport and I-94 to the local Social Security office to apply for the SSN. Refer to 5-8 above.

OPT: Take your EAD card, I-20, passport and I-94 card to the local Social Security office to apply for the SSN. Refer to 5-8 above.

Can I work while I'm waiting for my Social Security Card?

Legally, yes. However, you should check with your department regarding their policies and procedures.

Can I apply for a Social Security Card if I don't have a job but I need a California Drivers License?

No. According to the U.S. federal regulations and state and local laws, the only reason a nonimmigrant may apply for a Social Security Card is if they are eligible to work and have taken an offer of employment. A SSN is not required for a California Drivers License, if you are ineligible for an SSN.

When should I apply for my Social Security Card?

The Social Security Administration will only accept an application up to 30 days prior to your intended employment start date. Our office will also only process a request for a Social Security Letter if it is within 30 days of your intended employment start date.

I have a Social Security Card from a previous job. Do I need to get a new one for my new job here at UCR?

No. You should continue to use the same card and number.

Directions to the Social Security Office: 7880 Mission Grove Parkway South, Riverside, CA 92508

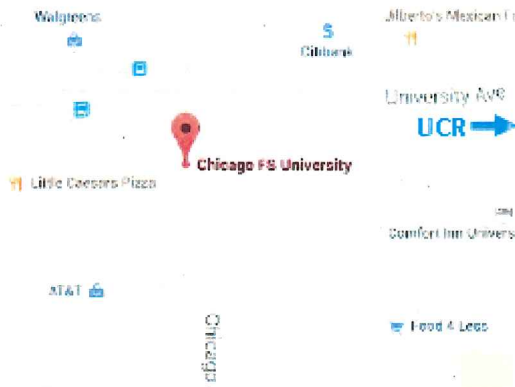
Are you driving?

- From UCR, take the 60/215 freeway towards Murrieta/Temecula, and exit at Alessandro Blvd.
- Take Alessandro west to Mission Grove Parkway South.
- Make a left on Mission Grove Parkway South.
- The 2-story building is on the corner of Earhart and Mission Grove Parkway South (parking lot is on Earhart St.):

Are you taking an RTA (Riverside Transit) Bus?

- Bring your student ID card (R'Card) to ride the RTA bus for FREE. (Bus fare is \$1.50 without a student ID.)
- [Check the most recent bus schedule](#) for pick-up and drop-off times. Each way is approximately 25-40 minutes.

From UCR to the Social Security Office:

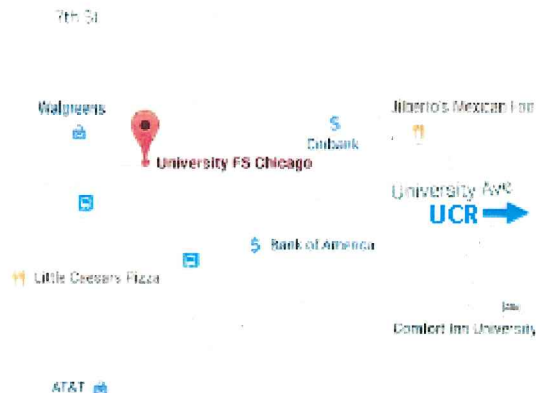


1. Walk west on University Ave. to Chicago Ave.
2. Walk south on Chicago to the [Chicago FS University](#) bus stop (on Chicago Ave., in front of Rite Aid).
3. Pick up the **Southbound Bus #22** to the [Mission Grove FS Estancia Apt. \(SS\)](#) stop.

From the Social Security Office back to UCR:



1. Take the **Northbound Bus #22** at [Mission Grove FS Earhart Way](#) stop.
2. Take the bus to the [University FS Chicago](#) (on University Ave., in front of Winchell's Donuts).
3. If you are returning to UCR, walk north to University Ave., and turn right onto University Ave.



The Social Security Office is a two-story building across the street from the bus stop.