

### 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](http://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: M-T, Th-F: 9:00-3:00 and W: 9:00-12:00

Directions from the SSA website are: Take 215 Fwy toward Riverside, Exit at Alessandro Blvd. Take Alessandro West to Mission Grove Parkway South. Make a left on Mission Grove Parkway South. The two story building is on corner of Earhart and Mission Grove Parkway South. Parking Lot is on Earhart Street.

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 numbers 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 numbers 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.