

APPLYING FOR A SOCIAL SECURITY NUMBER (SSN)

A Social Security Number assigned in the past continues to be valid **forever**, there is no need to apply for a new number.

APPLYING FOR A Social Security Number (SSN):

A nonresident alien eligible for employment may apply for a Social Security Number (SSN) by completing Form [SS-5](#) and present in person to the nearest [Social Security Administration](#) (SSA) Office. **Persons who will receive compensation or funding through LSUHSC payroll will be **required** to obtain a SSN.** An applicant must present the following to SSA:

- Proof of identity (a valid passport);
- Work authorization and proof of eligibility to be in the U.S.;
 - Form I-94 AND
 - appropriate documentation of VALID work authorization such as:
 - DS-2019 (J-1 or J-2)
 - J-1 holders are automatically work authorized and eligible for a SSN.
 - J-2 holders are only eligible for a SSN after receipt of an EAD card from USCIS.
 - I-20 (F-1 Students)
 - F-1 students are NOT eligible for a SSN until they have received an offer for on-campus employment or authorization from the International Office for CPT (reflected on Page 2 of the I-20).
 - F-2 holders are NOT eligible for a SSN.
 - EAD (F-1 OPT, J-2, TPS, Pending AOS)
 - Can serve as both identification and work authorization documentation
 - Cannot obtain SSN until the validity start date on the EAD has arrived.
 - I-797 Approval Notice (H1B, TN, O-1)
 - I-94 may be attached to approval notice if Change of Status
 - May not obtain SSN until validity start date has arrived or if end date has passed.
- Letter from International Services Office providing confirmation of the individual's visa status, authorization for employment and place of employment;
- Letter from hiring department indicating place of employment, supervisor, EIN number, etc.
 - A sample template for hiring departments can be found [here](#).

It generally takes approximately ten business days (two weeks) after the initial application to receive the number. **Make sure the address used on the application form ([SS-5](#)) is an address where you can receive your card** (i.e. where you will be residing or working at the time your card is sent. Do not use a temporary hotel address, etc.)

You may feel free to use the address of the International Office if you do not have a permanent address at the time you apply. You should indicate the International Office address as:

Your Name
c/o International Services
433 Bolivar Street, Ste. 206B
New Orleans, La. 70112

If you use our address, please let us know so we can notify the mail room that you are expecting mail.

Continued on Page 2...

The Social Security Office requests waiting until you have been in the U.S. for 10 calendar days before making application for a social security card so that the SAVE system is updated with your correct immigration and arrival information. If your information is not in the SAVE system, you will be unable to receive a SSN.

When submitting the Form [SS-5](#) to the Social Security Administration Office, the individual should request a receipt* as proof of application. *If you plan to apply for a driver's license, you will either need a SSN or a letter from SSA stating that you are not eligible for one (must attempt to apply, and have a rejection letter issued by SSA).

There are three Social Security Offices in the New Orleans area:

Downtown New Orleans

(Office closest to LSUHSC)

400 Poydras Street
Suite 500
New Orleans, LA 70130
1-800-772-1213

Kenner

1616 Joe Yenni Blvd.
Kenner, LA 70065
1-800-772-1213

Westbank

115 Terry Parkway
Terrytown, LA 70056
1-800-772-1213

All offices are open:

Monday, Tuesday, Thursday, and Friday - 9:00 a.m. to 3:00 p.m.

Wednesday – 9:00 a.m. to 12:00 p.m.

Closed on Federal Holidays

The toll-free information contact: 1-(800) 772-1213