



A Social Security Number is assigned to people who are authorized to work in the United States. All employees of the University, whether the appointment is **with salary** or **without salary**, must have a Social Security Number to be employed.

A Social Security card will not be given to you at the time of your application. Processing time is a minimum of **30-45 days**. You will receive your Social Security card in the mail. Once you receive the card please provide a copy to your academic/hiring department and the International Center.

You will be given a receipt of application. Please bring this receipt when you meet with the International Center to sign your employment documents.

If the Social Security Administration cannot assign a Social Security Number for you, they will send you a denial letter. Please bring this letter to the International Center for review so that the appropriate steps can be taken.

Documentation you will need to present to the Social Security Administration:

F-1/J-1 Student	J-1 Scholar	H-1B Scholar	J-2 Dependent
<input type="checkbox"/> PASSPORT <input type="checkbox"/> VISA STAMP <input type="checkbox"/> I-94 <input type="checkbox"/> I-20 OR DS-2019 <input type="checkbox"/> SOCIAL SECURITY STUDENT VERIFICATION (completed by department and International Center)	<input type="checkbox"/> PASSPORT <input type="checkbox"/> VISA STAMP <input type="checkbox"/> I-94 <input type="checkbox"/> DS-2019 <input type="checkbox"/> INVITATION LETTER FROM HIRING UCI DEPARTMENT	<input type="checkbox"/> PASSPORT <input type="checkbox"/> VISA STAMP <input type="checkbox"/> H-1B APPROVAL NOTICE OR I-94	<input type="checkbox"/> PASSPORT <input type="checkbox"/> VISA STAMP <input type="checkbox"/> I-94 <input type="checkbox"/> DS-2019 <input type="checkbox"/> EAD CARD

Social Security Administration Web Site: Social Security Application (available on SSA web site): Toll Free Number: All Social Security Administrations Operate: Nearest Social Security Administration Office to UCI:	http://www.ssa.gov/ FORM SS-5 1 (800) 772-1213, 7 A.M. to 7 P.M. Monday through Friday, 9 A.M. to 4 P.M. 26051 Acero Road, Mission Viejo, CA 92691
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