CalARTS

California Institute of the Arts
24700 McBean Parkway
Valencia, California 91355-2340
calarts.edu

OFFICE OF INTERNATIONAL
STUDENTS & PROGRAMS
Phone 661-291-3418
international@calarts.edu

How to Apply for a Social Security Number (SSN)

What is a Social Security Number and Who Needs One?

The Social Security Number uniquely identifies and gathers information about an individual for the U.S. government for a wide range of purposes, but mostly for tax purposes. SSNs are generally assigned to people who are authorized to work in the United States and is used to report their income to the government. In the United States you MUST have a SSN in order to work, but you do not need one in order to open a bank account or apply for a Driver's License.

If you are eligible to work (either through on-campus employment or CPT/OPT authorization) you are allowed to search for a job.

Types of Work
On-Campus Employment

International students can work on-campus while they are enrolled at CalArts without USCIS authorization. You can apply for on-campus employment without a Social Security Number (SSN), however you must have a SSN BEFORE you start work. There are many jobs and departments you could work for, but cannot work in FWS jobs. During the school session you can work up to 20 hours per week. While school is out of session (i.e. summer and winter vacation), you are able to work for CalArts up to 40 hours per week.

Rules For How International Students Obtain a Social Security Number:

- Students must wait at least 10 days after arriving to the United States before applying.
- Students must have an official letter of job offer to apply.
- Students can apply for a SSN up to 30 days before the start of their employment.
- Students must complete and submit form SS-5: Application for a Social Security Card.
- Students must obtain a letter of support from the Office of International Students & Programs.
- Students must apply in person at a Social Security Administration (SSA) office.

Social Security Office near CalArts

Valencia Social Security Office
3rd Floor, STE 320
27200 Tourney RD
Valencia, CA 91355

Phone: 1-800-772-1213

Hours:

Monday	9:00 AM - 4:00 PM
Tuesday	9:00 AM - 4:00 PM
Wednesday	9:00 AM - 12:00 PM
Thursday	9:00 AM - 4:00 PM
Friday	9:00 AM - 4:00 PM
Saturday & Sunday	Closed

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Step By Step Directions

Step one: Obtain a letter from your hiring supervisor on Cal Arts letterhead stating the following:
- Student's name
- Start date of employment
- Numbers of hours per week they will working
- Office or department employing the student
- Job Title or duties
- Name and contact information of the supervisor
- Original or digital signature

Step Two: After you receive your job offer letter from your supervisor you will request the letter in the ISP Portal at isp.calarts.edu. Then Office of International Students & Programs will write a letter of support stating that you are eligible to work in the United States

Step Three: Make an appointment and go to the appointment in person.

You must apply in person at the Social Security Office. SSA in **Valencia** (27200 Tourney Rd #320, Valencia, CA 91355) Direct Number: **(888) 632-7072**. You can also contact other offices near you live.

Take the letters and following required documents with you to the social security office:
- Completed Form SS-5: Application for a Social Security Card https://www.ssa.gov/forms/ss-5.pdf
- Valid Passport (at least 6 months validity)
- Copy of I-94 Arrival/Departure record (Obtained at: https://i94.cbp.dhs.gov/I94/#/home)
- Original signed copy of I-20 (for F-1 visa holders) or DS-2019 (for J-1/J-2 visa holders)
- Job offer letter
- The letter of support for the Social Security Number from the Office of International Students &
- Programs

* All documents except for the I-94 must be the original.

Step Four: Once you go in person to apply for the Social Security Card and you are approved you will be given a receipt of application (ask for this if not given). This receipt will make you eligible to start the hiring process to begin working on-campus. Once received, bring the following forms listed below with you to the Human Resources Office:
- Foreign Passport with Visa inside
- I-20
- I-94
- Cal Arts Student ID
- Receipt of application given by Social Security Administration
- Form W-4
- Form I-9

Step Five: When you receive the social security card in the mail, bring it to the Human Resources Office ASAP. Cal Arts will not be able to issue you a paycheck until you have provided the Human Resources office with your social security number and they have scanned in your new card