How to Apply for a New Social Security Number

A Social Security Number (SSN) is required for everyone working in the U.S. Because you applied without an SSN, you need to get one. Please follow the steps below to apply within 30 days.

Step 1: Apply Online

Submit an online application through the Online Social Security Number Application Process (oSSNAP) using the QR Code or at https://www.ssa.gov/ssncard-app.

Step 2: Schedule an Appointment (if available)

If using OSSNAP, you will be asked if you want to schedule an appointment after submitting your application. While appointments are highly encouraged, they are not required. If you do not secure an appointment, you can walk in during normal hours, but you may experience a longer wait time. Please visit https://www.ssa.gov/locator/ to find and view details for your local office.

Step 3: Prepare for Your Appointment

You will be required to present the following documents at your appointment:

F-1 Students

- I-20
- Passport
- I-94
- Signed SSN Request Form from ISS*

J-1 Scholars

- DS-2019
- Passport
- I-94
- Signed offer letter

*The SSN Request Form will be sent directly to ISS by your Employment/Payroll Center. ISS will review and sign the form if approved. They will contact you when the form is ready to be picked up. Please allow up to 2 weeks.

Step 4: Go to Appointment

Once you arrive at your local Social Security Administration (SSA) office, you can check in online using the QR code or at https://secure.ssa.gov/kioskmbl/vep-mobile-checkin.

IMPORTANT: Do not check in until you are at the office. If you check in before you arrive, and your number is called while you are not there, you will lose your appointment. You will need to check in again and wait in line.

Step 5: Receive Your Card

After your appointment, you'll receive the card in the mail. Most cards arrive 14 days after your application is approved.

Step 6: Add your new Social Security Number (SSN) in SuccessFactors

Add your new SSN in SuccessFactors by opening View My Profile, navigating to Personal Information → National ID Information, and updating the SSN field using the pencil icon. Enter your correct SSN (with dashes) and submit the request. The update will be routed to the I-9 Verifier, and once approved, your SSN will replace the placeholder number. If you need help, please contact your Employment/Payroll Center.

Failure to update your SSN in a timely manner may result in termination of employment.