

Social Security Card Information:

- * All student employees of UCSC must obtain a Social Security Number and Card.
- * F-1 students are automatically eligible to work on-campus up to 20 hours per week.

New Social Security regulations require proof of employment

Follow these steps to obtain a Social Security Card:

1. Must be **enrolled full time** at UCSC (8 units for Graduate students and 12 units for undergraduate students). We are required to verify your full time enrollment.
2. New students must **attend the international student orientation** and submit copies of your F-1 documents to **verify your legal status** (I-20, passport, visa, I-94)
3. Must **update your residential address** using the web portal. Go to <http://my.ucsc.edu/> It can not be a P.O. Box and it can not be the department address.
4. Must be **registered in the SEVIS database**. The ISSS office will register your SEVIS record after we verify full time enrollment, visa documents and residential address.
5. Obtain an **EMPLOYMENT Letter** from your campus employer. The letter must specify that you have a job at UCSC. It should specify the dates of your employment.
6. Obtain the **Social Security Letter** from the ISSS Office. Only the Designated School Official at UCSC can write this letter for you. It certifies that you are enrolled full time and have valid F-1 status. Students can only obtain the letter after the first 4 steps have been completed.
7. Bring the following **documents** to the Social Security Office:
 - original I-20
 - passport with I-94 and visa
 - employment Letter from UCSC employer
 - original Social Security Letter from ISSS

You'll be required to fill out an **application** to apply for the Social Security Card. The card will be mailed to your residential address within a week.

Locations of Social Security Administration Office:

Santa Cruz: 169 Walnut Avenue, Santa Cruz (Telephone 426-8111)

Watsonville: 315 Main St. Suite A, Watsonville (Telephone 722-7141)

The Social Security Administration's Website is: <http://www.ssa.gov/>