Social Security Card Instructions

1. Request a letter from your prospective employer

The first step for an F-1 student to apply for a social security number for employment purposes is to request an original letter or statement of employment (job offer letter) from his/ her prospective employer. An original signature is required and the signatory's title should be shown on the letter. The statement should be typed on company letterhead if the on-campus employer is a private company or organization or if the student has been authorized for an off-campus CPT internship.

The employment letter should contain the following information:

- Identity of student employee
- Job description
- Actual or anticipated employment start date
- Number of hours/week the student is expected to work
- Employer identification number
- Employer contact information, including the name and telephone number of the F-1 student's immediate supervisor
- Original signature and title of employer
- Date

2. Request a letter from the International Center Front Desk

After the F-1 student receives the letter from his/her prospective employer, they should bring the original letter to the International Center and complete a Student Request Form for a Social Security letter at the front desk. This letter will be printed on Cal Poly Pomona International Center letterhead and will contain the original signature and contact information for a Cal Poly Pomona Designated School Official (DSO).

The letter will include the following information:

- Name, major, and expected completion date of the student
- Identity of the employer
- The nature of the employment

3. Apply for Social Security Card at Social Security Office

Take the following documents to the Social Security Office when applying for a social security number:

- Passport
- I-20 (F-1 visa) or DS-2019 (J-1 visa)
- I-94 (small white card in your passport)
- A letter of offer of employment from a campus department or an outside firm (for those who have on-campus employment or are authorized for off-campus employment.
- A letter from Cal Poly Pomona with original signature and contact information for Cal Poly Pomona Designated School Official (DSO)

Local Social Security Office Location

The nearest Social Security Office to the Cal Poly Pomona campus is at:

960 W. Mission Blvd.
Pomona, CA 91766

Telephone: (800) 772-1213
Office Hours: Monday - Friday 9:00 AM - 4:30 PM