

HOW TO OBTAIN A U.S. SOCIAL SECURITY NUMBER

1. Provide proof of a job offer, such as a letter or email, to the International Student Services (ISS) Director. If a job offer letter or email is not available, provide the name of the employer so that the Director can confirm the job offer.
2. The ISS Director will give you a letter authorizing you to obtain a U.S. social security number. He will give you the application form (which is also available online at <http://www.socialsecurity.gov/online/ss-5.pdf>).
3. Go to the Social Security Administration office at the Prince Kuhio Plaza. The office is open Monday-Friday from 8:30 am-2:30 pm, except on Wednesdays, when the office closes at 11:30 am.
4. Bring the following:
 - a. Social Security Card Application (*For question #5, check "Legal Alien Allowed to Work." If your parents do not have a social security number, write "NA" for questions #9B and #10B.*)
 - b. Passport
 - c. I-94 (*If the last time you entered the U.S. was before April 2013, you should have an I-94 stapled into your passport. If you arrived in the U.S. after April 2013, you can print a copy of your I-94 at <https://i94.cbp.dhs.gov>*)
 - d. I-20 Form (or DS-2019 form for students on J-1 visas)
 - e. Letter from ISS Director
5. There is no fee required to obtain a social security card.
6. You will receive your social security card in the mail about 2 weeks after you apply. However, you will be given a document that indicates you have applied for a number. Bring that document to the Career Development Services office on campus so that you can begin working. When you receive your social security card in the mail, give your employer a copy. Keep your card in a safe place with your other important documents.
7. If you have an ITIN (Individual Taxpayer Identification Number), you will need to cancel it when you receive a social security number. To cancel your ITIN, write a letter to the Internal Revenue Service (IRS) explaining that you have now been assigned a social security number and want your tax records combined. Include your complete name, mailing address, and ITIN along with a copy of your social security card and a copy of the CP 565, Notice of ITIN Assignment, if available. The IRS will void the ITIN and associate all prior tax information filed under the ITIN with the SSN. Send your letter to: Internal Revenue Service, Austin, TX 73301-0057.

Students from the Compact of Free Association Nations:
Follow Steps 3 and 4 only (except you do **not** need an I-20 Form or letter from ISS Director).