J-1 SCHOLAR SOCIAL SECURITY INFORMATION

This form is for new J-1 scholars who must apply for a Social Security card. Please know that whether the J-1 scholar holds a UCSC salaried appointment or courtesy appointment, he/she must obtain a social security number from the local Social Security Administration (SSA) Office.

I. DEFINITION

A social security number is a nine-digit number issued by the SSA to maintain an accurate record of wages. Its primary purpose is to track individuals for taxation purposes. A social security number is valid for life.

II. ELIGIBILITY

- Must attend the J-1 Scholar Orientation, and submit requested legal documents
- Must wait at least 48 hours from the date that scholars are validated in the SEVIS database, and
- Must be physically present within the United States at least 10 days

III. APPLICATION PROCEDURE

Bring the following documents to the local Social Security Administration Office:

1. Passport
2. I-94 departure record (small white card in passport)
3. DS-2019 form
4. Letter of invitation/offer of employment from your sponsoring UCSC Dean

*SPECIAL NOTE*
- Valid Address: The Social Security Card will be mailed to the address you list within the Social Security application. It is vital to include an address at which you will be able receive mail.

IV. LOCAL SOCIAL SECURITY ADMINISTRATION OFFICE

Social Security Administration
169 Walnut Avenue, Santa Cruz (831) 426-8111
315 Main St. Suite A, Watsonville (831) 722-7141
http://www.ssa.gov

V. INSTRUCTIONS UPON RECEIPT OF SOCIAL SECURITY NUMBER

- Present Social Security Card to the Divisional Contact to complete UCSC employment
- ISSS does not need a copy of your Social Security Card