



Office of  
International Services

## Applying for a Social Security Number (SSN)

Please complete the following steps:

1. Start the application online [[www.ssa.gov/number-card/request-number-first-time](http://www.ssa.gov/number-card/request-number-first-time)]
2. Visit your local office with your documentation **within 45 calendar days**.
3. You *must bring originals* of the following items with you to the Social Security Office\*:
  - Passport
  - Catholic University of America ID
  - I-20/DS-2019 form (only bring the signed original)
  - I-94 form [you can download a copy at: <https://i94.cbp.dhs.gov/I94/#/home>]
  - Work authorization form, or, employment letter (signed by your job supervisor and OIS staff)

**\*Note:** You can apply for a Social Security Number at the office listed below or at your local Social Security Office. To find your closest Social Security office, please visit <https://secure.ssa.gov/ICON/main.jsp>

### Social Security Office

#### Address

1905 9th St NE, Washington,  
DC 20018

\*About 12-minute walk from Rhode Island Ave –  
Brentwood Station

#### Hours

Monday - Friday: 9:00 am - 4:00 pm

Saturday & Sunday: CLOSED

Phone: (866) 737-4470

If you have any questions, please contact the Office of International Services  
at 202-319-5618, or email [cua-ois@cua.edu](mailto:cua-ois@cua.edu).