

Getting a Social Security Card/ Number

J-1 Exchange Visitor

You should wait for at least 24 hours after completing immigration check-in to help ensure we can verify your immigration status with the Department of Homeland Security - Social Security Administration.

STEP 1 – Submit your SSN application request online and print out the application receipt (make sure you have the “Online Control Number” on the receipt):

<https://www.ssa.gov/number-card/request-number-first-time>

*Note: **Beginning Jan. 2025, an appointment will be required for most services at Lubbock local SSN office.** The link above should generate a code and an option to schedule your appointment.

STEP 2 - After submitting your online request, visit the local Social Security office within 45 days of your submission with all the physical documents below:

- An SSN Letter from your J-1 Advisor
- Passport
- Copy of your I-94
- DS-2019
- Your TTU employment offer letter

*Note: If you are a J-1 scholar that is not paid by TTU (external or personal funding), you will need a letter from your hosting TTU department that describes the circumstances of your work at TTU.

Social Security Administration	Hours: Monday-Friday 9 a.m.-4 p.m.
5825 16 th St. Lubbock, Tx, 79416	Saturday closed
	Sunday closed

Bus #19 from the SUB on campus or from the International Affairs Office/ICC should take you there for free with your student ID.

Step 3 – Receive SSN Card

After completing all the requirements at the SSA office, your Social Security Card will be mailed to you within 7 to 10 business days. In the meantime, consult with your department and TTU's HR department about continuing employment while your SSN card is on the way.

NEVER provide your SSN to ANYONE who is not your employer or HR official, and you don't trust at all!!