Applying for a Social Security Number

F-1 Students (may only apply for an SSN if they have an offer of employment)
1. Have your UNCW employer sign the F-1 SSN Memo (obtained from the Office of International Programs).

2. Once the form is signed by your UNCW employer, have the form signed by the Office of International Programs.

3. Take all immigration documents (passport, I-20 and I-94*) along with the completed F-1 SSN Memo to the Social Security Office.
   * You can print your I-94 from this website: https://i94.cbp.dhs.gov/

J-1 Students/Scholars
1. Have the J-1 SSN Memo signed by the Office of International Programs.

2. Take all immigration documents (passport, DS-2019 and I-94*) along with the completed J-1 SSN Memo to the Social Security Office.
   * You can print your I-94 from this website: https://i94.cbp.dhs.gov/

Social Security Office
Phone number: (910) 815-4733
Hours: Monday-Friday 9 am - 4 pm
Address: 1528 South 16th Street

Important Tips
1. Be sure to ask for a receipt showing you applied for an SSN. To obtain your SSN, you can return to the Social Security Office the following day with this receipt and your passport and be given your SSN. Your Social Security card, however, will arrive in the mail in about two weeks.

2. Visit the Social Security Office on Tuesdays, Wednesdays and Thursdays for quicker service. Also, avoid the start and the end of the month as those are peak times.

3. If you have issues with your application, speak with the Office of International Programs as we can work with the Office Manager to clarify issues / rectify problems.

4. Although often requested, SSNs are NOT required to apply for a driver’s license, to open a bank account, rent an apartment, or obtain a cell phone. International students need to be assertive and remind these offices the law does not require an SSN for any of these services.