

## Applying for Your Social Security Number

In order to legally work in the United States, you must have a Social Security Number (SSN). Before you can apply for a SSN, you must have a job offer on-campus at Regis University or have a job offer and be authorized for off-campus employment.

If you have been offered a job on-campus, you will need the following documents before you can apply for your SSN at a local Social Security Office:

- Letter from your supervisor on Regis University letterhead. This letter must include the title of your position, brief job description, number of hours you'll be working, start date, and have an original signature.
- Letter from the P/DSO stating that you are an F-1 student and in good status.
- Valid passport
- F-1 visa
- Most recent I-94
- Valid I-20

If you have been offered a job off-campus and are approved for either CPT or OPT, then you will need the following documents to apply for your SSN:

- Letter from your supervisor on company letterhead. This letter must include your name, title of your position, brief job description, number of hours you'll be working, start date, and have an original signature.
- Letter from the P/DSO stating that you are an F-1 student and in good status (This is only if you are authorized for CPT. The P/DSO does not need to write a letter if you are employed during OPT.)
- Valid passport
- F-1 visa
- Most recent I-94
- Valid I-20 with CPT or OPT authorization
- EAD card (OPT only)

Once you have all required documents, you must go to a local Social Security Office to apply for your SSN. There are several Social Security Offices located in the Denver Metro area:

**DENVER**

2<sup>nd</sup> Floor Suite 200  
1500 Champa St  
Denver, CO 80202

**LAKEWOOD**

13151 W Alameda Pkwy  
Lakewood, CO 80228

**AURORA**

Suite 250  
14280 E Jewell Ave  
Aurora, CO 80012

**LITTLETON**

8000 Southpark Ln  
Littleton, CO 80120

Telephone: 1-800-772-1213

Hours:	Monday	9:00AM-4:00PM
	Tuesday	9:00AM-4:00PM
	Wed	9:00AM-12:00PM
	Thursday	9:00AM-4:00PM
	Friday	9:00AM-4:00PM
	Saturday	Closed
	Sunday	Closed

You may or may not be able to work before you receive your social security card in the mail. Regis University does not allow students to work on-campus prior to having their card. If you are working off-campus, talk with your company's Human Resource department to find out if you can work. After you receive your SSN, you will need to complete new employment paperwork with Human Resources (West Hall) or with your company's Human Resource department.