

International Student & Scholar Services (ISSS)
New Mexico State University
Breland Hall, Room 152
575-646-2017

How to Apply for a Social Security Number

To be eligible for a Social Security Number (SSN) you must have a job offer at NMSU. As soon as you are hired, you are required to apply for an SSN which is issued by the Social Security Administration, a department in the U.S. federal government. A full-time student who has an F-1 or J-1 visa is eligible to work on campus 20 hours per week while classes are in session and 40 hours per week when classes are not in session.

Eligibility for an SSN

1. F-1 or J-1 visa status
2. Enrolled full-time
3. Have a job offer from an NMSU department
4. Entered the U.S. at least 10 days prior to request for a social security number

Procedures

1. Employment Letter
Request a letter from employer (on NMSU letterhead) including:
 - Name of student employee
 - Nature of job student is, or will be, engaged in
 - Anticipated or actual employment start date
 - Number of hours the student is expected to work
 - Original signature of student's immediate supervisor
 - Date letter was prepared
2. International Student & Scholar Services (ISSS) Letter
To request an SSN eligibility letter from our office, bring the employer's letter to ISSS. You will receive an email from our office when this letter is ready.
3. To apply for an SSN, take the following documents to the Social Security Administration:
 - Employment letter
 - ISSS Letter
 - I-20 or DS-2019 with current travel endorsement (I-20 page 3 or DS-2019 page 1)
 - Passport
 - I-94 card or I-94 passport entry stamp
 - Copy of electronic I-94 arrival/departure (<https://i94.cbp.dhs.gov/i94/#/home>)
 - Completed Social Security Administration Form SS-5

Directions to Social Security Administration

The Las Cruces Social Security Administration office is located at 2141 Summit Court, which intersects with north Telshor Boulevard, .25 mile south of Sam's Club, behind the Fairfield Inn.