Applying for a Social Security Card

International students on F visas are allowed by federal law to work on campus only – 15 hours a week during the academic year and 40 hours a week during breaks. In order to work on campus, international students must obtain a Social Security card within one month of starting a job. Here’s how!

1. Find a job! Look on the Human Resources website for listings (http://www.oxy.edu/human-resources/working-oxy/oxy-student-positions) or approach departments.

2. Once you have accepted the position, complete the paperwork in Human Resources. E-mail IPO (ipo@oxy.edu) with the following information:
   a. Name of the department,
   b. Name of supervisor,
   c. Supervisor phone number
   d. Job title
IPO will produce a Certification letter for your supervisor to sign.


4. GO TO THE SOCIAL SECURITY ADMINISTRATION OFFICE in Pasadena. Bring the following original documents.
   a. I-20 document (be sure there is a signature on page 3 within the last 6 months)
   b. Passport
   c. Certification letter
   d. Completed Social Security Application and

5. Below is a map showing the location of the office in Pasadena:

Office Address:
104 N MENTOR AVENUE
PASADENA, CA 91106

Office Hours:
Monday 9:00 AM - 3:00 PM
Tuesday 9:00 AM - 3:00 PM
Wednesday 9:00 AM - 12:00 PM
Thursday 9:00 AM - 3:00 PM
Friday 9:00 AM - 3:00 PM

The Social Security Administration Office is located one block east of Lake Avenue and one block north of Colorado Blvd, on the corner of Mentor Avenue and Union St.

Metro bus:
180 bus – Walk to the corner of Eagle Rock Blvd and Colorado St. Take the 180 bus going east. Get off at Lake St. Walk one block further east down Colorado St. Turn left on Mentor Ave. The office will be on the right.

By Gold Line:
Go east from Highland Park Station to Lake Street Station. Walk toward Colorado St., take a left on Corson, walk one block to Mentor. Take a right on Mentor Ave. The office will be on your left a few blocks down.