

SOCIAL SECURITY NUMBER INTERNATIONAL GRADUATE STUDENT INFORMATION

1. Social Security Number Required for UCSD Employment/Fellowship Payments

You must have a United States Social Security number (or a receipt showing you have applied for one) to be employed at UCSD.

Your employment documents cannot be processed and you will not be paid unless you have a number or an application receipt.

You must show your Social Security card or give your application receipt to the person preparing your employment documents.

If you do not have a card, please see the instructions below in order to obtain one.

2. Applying for a Social Security Card

Obtain information on the International Center's website:

<http://icenter.ucsd.edu/students/admitted.html>

Scroll down the page and click on "Getting Started".

http://icenter.ucsd.edu/pdfs/gettingstarted_wi.pdf

On page 3 of the document, under the heading "Social Security Card", there is information on how to obtain a social security number.

To get bus information to get to the Social security Office, refer to the Metropolitan Transit System's website:

http://www.sdcommute.com/Rider_Information/Trip_Planning/Index.asp

You may type in the address of your destination to obtain bus information.

Or, you may call the Metropolitan Transit System at (619) 233-3004. To obtain the times of a bus schedule (after you know the bus route number), call the automated information express number at (619) 685-4900.

Information on how to get a bus sticker is available on Blink at:

<http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,12932,00.html>

3. Social Security Administration Offices

There are several offices listed in the San Diego telephone directory under Social Security Administration. They are open Monday through Friday from 9:00 a.m. to 4:00 p.m. It is advisable to call to make an appointment. The general information phone number is 1-800-772-1213.

The two closest Social Security offices are located at:

- a) 1333 Front St. (downtown)
San Diego, CA. 92101
(619) 557-5257

- b) 8505 Aero Drive (Kearny Mesa area)
San Diego, CA. 92123
(858) 278-1099

Although the Aero Drive office is closer to the campus, the Front St office is serviced by a faster and more direct bus route.

4. Application Receipt

After you apply for a Social Security card they will give an application receipt. You must take this receipt to the person at UCSD preparing your employment documents so that the receipt (or a copy) can be submitted to the Payroll office.

5. Social Security Card

Your Social Security card will be mailed to your local address within 2-5 weeks after the date you applied. After you receive it, take it to the person who prepared your employment documents so that two copies can be made. The department will input the new number into Payroll, complete a form and send copies to the Registrar's Office and the Office of Graduate Studies (OGS).