

Getting a Social Security Number (SSN)

Social Security Numbers (SSN) are usually assigned to people who are authorized to work in the United States. If Tennessee Technological University has authorized you to work in the United States, you can apply for a Social Security Number.

You must be inside the United States to apply for an SSN. If you are a new student, we recommend that you wait 48 hours after receiving your Continued Attendance I-20 or DS-2019 before you apply for an SSN.

You will only be assigned one SSN to use while in the United States. If you already have an SSN, do not apply for a second one.

How to Apply for an SSN

Step One:

Gather the documents required to apply for an SSN:

1. Valid passport
2. I-94 arrival record printout
3. Continued Attendance I-20/DS-2019 *printed in color ink**
4. Job Offer with original signatures.
5. Memo from International Programs Office
6. Social Security Number Application (SS-5 form, available for download at <https://www.ssa.gov/forms/ss-5.pdf>)

*If you are a new student, make sure to complete the Initial Immigration Check-In to receive your Continued Attendance I-20 or DS-2019 before applying for an SSN.

Step Two:

Go to the Social Security Office to submit your application. The Cookeville location is open Monday through Friday from 9am to 4pm. We recommend arriving early to avoid long lines.

Address: 1145 Perimeter Park Dr., Cookeville, TN 38501

Phone Number: 1-800-772-1213

[UCHRA](#) has a bus route to the Social Security Office (free to ride with your Eagle Card). However, if you have a friend willing to drive you, that is a more efficient alternative.