

**SOCIAL SECURITY ADMINISTRATION (SSA):**  
**WEST LOS ANGELES OFFICE**

**Location:** 11500 W. Olympic Blvd, Suite 300  
Los Angeles, CA 90064

*(In the City National Bank building at Olympic Blvd. and Colby Ave.)*

- From the UCLA campus, take the Culver City Bus #6 and get off at Olympic Blvd. Walk west bound on Olympic Blvd. until you reach the City National Bank Building. You can also take the Santa Monica Big Blue Bus #8 or #12 south to Olympic Blvd., then transfer to Big Blue Bus #5 going west to Olympic Blvd.
- Public Transit Planner: [www.metro.net](http://www.metro.net)
- \*See back side for Map

**Phone:** (800) 772-1213

**Website:** <https://www.ssa.gov/>

**Office Hours:** Mon., Tues., Thurs., & Friday: 9AM – 4PM

Wednesday: 9AM-12PM

*(Closed on Federal Holidays. Note: Hours may change without notice from the SSA, please visit the SSA website for up-to-date information)*



**For Social Security Number (SSN) --- Complete [Form SS-5](#) (available online or at the SSA) and take the following documents to the SSA:**

**F-1 VISA HOLDERS**

**J-1 VISA HOLDERS**

- DCISS Authorization Letter
- Employer/Job Offer Letter
- I-94 Admission Record
- Original UCLA I-20
- Original Passport

- I-94 Admission Record
- Original UCLA DS-2019
- Original Passport
- DCISS Authorization Letter  
*(Required for J-1 Degree Students and Non-Degree Students only)*

**F-1 Students Engaging in OPT:**

- *Employment Authorization Document (EAD)*
- *Employer/Job Offer Letter*
- *I-94 Admission Record*
- *Original OPT I-20 and Passport*

Upon submission of your SSN application, you will receive a receipt from the SSA acknowledging that your application has been accepted. You can show this receipt to your employer to start your employment. The SSA will issue a SSN Card to you in the mail approximately 3-4 weeks later.

**Restrictions:**

- F and J Visa holders must wait at least **10 days** after their SEVIS record has been activated to apply.
- F Visa holders cannot apply if the start date of their employment begins more than 30 days from the date of their SSN application.

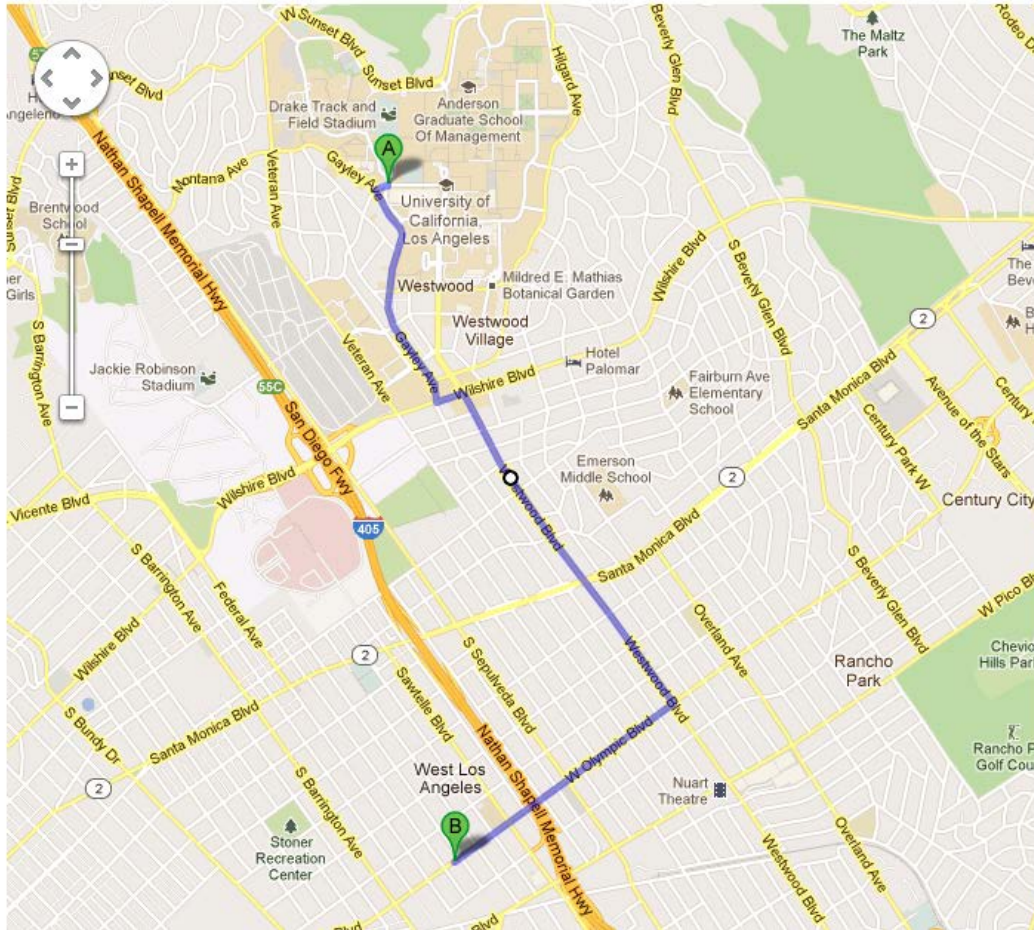
*For complete details on the SSN application process, please visit <http://www.ssa.gov/ssnumber/>*

**\*\* If you are currently not in the West Los Angeles area, please locate the nearest SSA office online: <http://www.ssa.gov/locator/>**



Directions to 11500 W Olympic Blvd, Los Angeles, CA 90064  
3.1 mi – about 10 mins

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Trip Planner:

<https://maps.google.com/>

