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

**J-1 VISA HOLDERS**
- 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/

Last Updated: Spring 2017