



# FOOTHILL COLLEGE

## INTERNATIONAL STUDENT PROGRAMS

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### Applying for a Social Security Card

Please note this is for the **Mountain View Social Security Office**. Other offices may have a different application process. If you live closer to another office, call to confirm the correct way to apply.

Mountain View Social Security Office  
701 N Shoreline Blvd  
Mountain View, CA 94043  
Phone: 877-319-0161  
Hours: Monday-Friday 9am-4pm

#### Steps to apply:

1. Make an appointment with the Social Security Office by phone or in-person.
2. Fill out and print the Application for a Social Security Card which you can find here:  
<https://www.ssa.gov/forms/ss-5.pdf>  
Print and sign the application in black or blue ink.  
Or  
Fill out the application online: <https://www.ssa.gov>  
If you do the online application, you do not need to print it out. Note: *You must be 18 or over to complete the online application.*
3. Go to the Social Security Office on your appointment day. Do not be late, or your appointment will be cancelled. Bring the following documents to your appointment:
  - Printed and completed application for a Social Security Card. If you did the online application, please have the control number (starts with 'O') with you.
  - Original Passport Booklet
  - Printed copy of I-94
  - Printed and signed I-20
  - Letter from International Office for Social Security, hard copy with wet signature (pick up from ISP)
  - Letter from your employer for Social Security, hard copy with wet signature (pick up from your employer)
4. After you have gone to the Social Security Office, it should take about 2 weeks for you to receive your card in the mail.
5. Once you have received your SSN card, please contact your hiring office for further instructions, and update your SSN with Admissions and Records Office, Room 8101.