SO, YOU WANT A SOCIAL SECURITY NUMBER?

A Social Security Number (SSN) is a unique U.S. Government identifier used for tax and employment reporting purposes. You must have authorized employment (e.g., on-campus employment, OPT/CPT, or J-1 Academic Training) to apply for an SSN.

1. **SCHEDULE AN APPOINTMENT WITH PHILADELPHIA SSA OFFICE**
   
   The Philadelphia Social Security Administration (SSA) office can be reached at 1-877-541-5846, Monday–Friday, 9:00AM-3:30 PM. Appointments fill up very quickly.

2. **FILL OUT ON-CAMPUS WORK AUTHORIZATION FORM**
   
   The On-Campus Work Authorization Form must include an original signature from your hiring department.

3. **SUBMIT SOCIAL SECURITY LETTER REQUEST IN iPENN**
   
   Submit your On-Campus Work Authorization Form via the iPenn Social Security Letter request e-form. ISSS will issue a support letter with an original signature within 3-5 business days and will provide a link to schedule a pick-up appointment at our office.

4. **GATHER ALL REQUIRED DOCUMENTS FOR APPOINTMENT **

   - Original signed On-Campus Employment Form
   - Original signed ISSS SSN Support Letter
   - Social Security Card Application (Form SS-5)
   - Immigration documents: Passport, visa, I-20/DS-2019, I-94 printout (printed I-20 with electronic signature is acceptable)
   - Optional: Offer letter from employer/hiring department

5. **RECEIVE SSN CARD AND REPORT EMPLOYMENT INFORMATION**
   
   The SSN card is mailed to your U.S. address within 2-3 weeks of successfully applying. Work with your hiring department and the Onboard@Penn Center to make sure that your information is updated with your SSN.
   
   Visit www.onboard.upenn.edu for more information about the Onboarding process for new hires.

*J-1 students must complete the J-1 On-Campus Form and submit the J-1 On-Campus Employment Request in iPenn. Students working for the Netter Center must include a completed Netter Center form with their SSN Letter Request.*

Learn more about the SSN process: [global.upenn.edu/isss/ssn](global.upenn.edu/isss/ssn)

View all ISSS documents and forms: [global.upenn.edu/isss/forms](global.upenn.edu/isss/forms)