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. FILL OUT ON-CAMPUS WORK AUTHORIZATION FORM (IF APPLICABLE)

The On-Campus Work Authorization Form must include an original signature from your hiring department. F-1 and J-1 students seeking a SSN for on-campus employment are required to complete the form.

2. 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.

3. GATHER ALL REQUIRED DOCUMENTS FOR APPLICATION *

- Original signed On-Campus Employment Form (if applicable)
- 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

4. TAKE YOUR APPLICATION TO A SOCIAL SECURITY OFFICE

Take your completed application packet to the nearest Social Security Office. The Philadelphia office is located at 2 Penn Center, Suite 2000B, 1500 JFK Blvd and is open Monday-Friday, 9AM-3:30PM. Appointments are no longer required. The Philadelphia office can be contacted at 1-877-541-5846.

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
View all ISSS documents and forms: global.upenn.edu/isss/forms