

# 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](http://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.