

Social Security Number Application Guidelines

A U.S. Social Security Number (SSN) is a tax ID number used to report income and taxes. International students can apply for a SSN if you have a job offer such as an on-campus job, off-campus internship, or if you are authorized for Optional Practical Training before or after graduation. The SSN is issued by the Social Security Administration, and the card is mailed to the applicant's local address. SSN is not a work permit. International students should be reminded that the permission for employment is issued separately.

To apply for a SSN, one of the following evidence of eligibility is required:

- Evidence of on-campus employment
- I-20 authorized for Curricular Practical Training (CPT) listed on page 3
- Optional Practical Training (OPT) with Employment Authorization Document (EAD card) issued by the U.S. Citizenship and Immigration Services

Applicants must also present the following documents:

- Passport valid for at least the next six months
- Certificate of Eligibility (I-20 or DS-2019 form)
- Most recent I-94 Record retrieved from www.cbp.gov/I94

(If electronic I-94 isn't available, paper version of the I-94 card inside the passport)

Application Process

- 1) For on-campus jobs, request the SSN application support letter from your supervisor, and submit it to the ISO. A letter is not required for CPT or OPT employment.
- 2) If you will be working on-campus, ISO will issue a Designated School Official's letter. Pickup both letters from the ISO (one from your supervisor, another from the ISO).
- 3) Prepare the SSN application form, www.ssa.gov/online/ss-5fs.pdf.
- 4) Visit a Social Security Card Center in the area of your local address.
- 5) The SSN card will arrive by U.S. postal mail within two to three weeks. Submit a photocopy to your supervisor or the Human Resource department.

Per SVA's policy, international students may not begin working on-campus until the SSN card is issued, and approved by HR. Please discuss any questions with your supervisor or the International Student Office. *Under no circumstances may a student begin working before obtaining approval from Human Resources.*

Social Security Administration, Local Office Address

To search for other local office addresses, visit:
<https://secure.ssa.gov/apps6z/FOLO/fo001.jsp>

Social Security Administration telephone service:
1-800-772-1213

If you live or receive mail in any of the New York City boroughs, you must visit one of the Social Security Card Centers below to apply for your SSN.

Manhattan

123 William Street, 3rd Floor
New York, NY 10038
Monday-Friday, 7:00am to 4:00pm

Bronx

820 Concourse Village West, 2nd Floor
Bronx, NY 10451
Monday-Friday, 7:00am to 4:00pm

Brooklyn

154 Pierrepont St., 6th Floor
Brooklyn, NY 11201
Monday-Friday, 7:00am to 4:00pm

Queens

155-10 Jamaica Avenue, 2nd floor
Jamaica, NY 11432
Monday-Friday, 7:00am to 4:00pm

If you live or receive mail in New Jersey, you may apply at any of the above Social Security Card Centers or at a local Social Security Office near where you live.

Jersey City

3000 Kennedy Boulevard
Jersey City, NJ 07306
Monday-Friday, 8:00am to 4:00pm

Hoboken

79 Hudson Street, 6th floor
Hoboken, NJ 07030
Monday-Friday, 9:00am to 4:00pm