Instructions: Social Security Number (SSN) Application / SSN Denial Letter

Eligibility
International students may need to obtain a Social Security number to work in the United States, even on campus. The Social Security Administration will only assign Social Security numbers to F-1 or J-1 students and scholars with documentation confirming that they have an on-campus paid employment and/or they are authorized for paid off-campus employment under one of the eligible employment categories (CPT, OPT, AT etc.).

Students who are applying for a Pennsylvania driver's license or state ID card but are ineligible to receive a SSN will need to obtain a Social Security Denial Letter.

SSN Card Application: Required Documents
You will need to collect and bring the following documents with you to the Social Security Administration:

- Valid Passport
- F-1 or J-1 Visa sticker, or proof of change of status to F-1 or J-1
- I-20 or DS-2019
- I-94 admission number (Retrieve it at https://i94.cbp.dhs.gov/)
- ONE of the following sets of documents as a proof of employment:
  - For paid on-campus employment:
    - Job offer letter on department letterhead
    - ISSS support letter
  - For F-1 student co-op/internships/practicums or J-1 Academic Training (AT):
    - Job offer letter on company letterhead
    - CPT authorization on your I-20 form (F-1) or AT authorization on your DS-2019 (J-1)
  - For F-1 Optional Practical Training or Economic Hardship:
    - Valid employment authorization card (EAD card)
    - OPT or Economic Hardship on your I-20 form (F-1) or Economic Hardship on your DS-2019 (J-1)
    - Job offer letter on company letterhead
- A completed Form SS-5 Application for a Social Security Card: https://www.ssa.gov/forms/ss-5.pdf

SSN Denial Letter Request: Required Documents
You will need to collect and bring the following documents with you to the Social Security Administration:

- Valid Passport
- F-1 or J-1 Visa sticker, or proof of change of status to F-1 or J-1
- I-20 or DS-2019
- I-94 admission number (Retrieve it at https://i94.cbp.dhs.gov/)
- Unofficial Transcript (print from DrexelOne > Academics > Academic Transcript)
- Enrollment Verification (print from DrexelOne > Academics > Obtain an official certificate of enrollment)

Procedure
Once you have the necessary documents, you will contact the Social Security Administration office of your choice. The Philadelphia SSA is the closest office to Drexel, but you may visit any SSA Office that you choose. Visit the SSA’s office locator page (https://www.ssa.gov/locator/) to explore your options.

In addition to looking at your documents, a clerk may interview you and ask a few routine questions. Be prepared for a long wait.

Note: There is no fee to apply for a SSN card or SSN denial letter.