DREXEL UNIVERSITY
**International Students
and Scholars Services**

3141 Chestnut Street, Main Building, Suite 222
Phone: 215.895.2502   Email: ISSS@drexel.edu
Office Hours: Monday – Friday, 9am – 5pm

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.