



DREXEL UNIVERSITY

International Students and Scholars Services

Student Affairs

How to Obtain a Driver's License/State ID Information/Checklist

Basic Steps On How To Get a Driver's License in USA:

Steps to get a driver's license and/or a state ID in the United States do not vary from other countries. You first take a knowledge test and then you take the road test. Depending on the state, you go to a DMV office (Department of Motor Vehicles), DPS office (Department of Public Safety), or DOT office (Department of Transportation). All F-1 and J-1 International Students and their dependents that need a driver's license or state ID from any state in the United States must provide the following documents:

Required Documents:

First-time Licenses/State ID in the U.S.

For first-time Pennsylvania **State ID** requests, collect items #1-5 and take to the Pennsylvania Driver's License Center.

For first-time Pennsylvania **Driver's License** requests, collect items #1-6 and take to the Pennsylvania Driver's License Center.

1. **Documents:** Passport, visa, and I-94 card/or admission number. (It does not matter if the visa in your passport has expired.)
2. **Valid I-20 or DS-2019:** The student's I-20 for those in F status *or* the student's DS-2019 for those in J status. Students and spouses must have at least eleven months (preferably 12 months or more) left before the completion date in section 5 of the I-20 or the end date in section 3 of the DS-2019 in order to qualify for an initial driver's license.
3. **Students on pending/approved OPT:** Students on Optional Practical Training (OPT) must present the OPT card. Because this needs to be verified by PennDOT, you may not receive your license or ID on the day you apply.
4. **Proof of residing in Pennsylvania:** Two documents showing where you live. Preferred documents include leases, housing contracts or mortgage papers; utility bills; local bank statement; and W-2 tax forms. However, when students don't have two of these, the Driver's License Office has been willing to accept other documents, such as a letter from the University Housing Office mailed to their on-campus residence.
5. **Social Security Card or Letter of Ineligibility:** Social Security Card if you are eligible for a Social Security Number. Students who do not qualify for a Social Security Number must obtain a **rejection letter** from the Social Security Office stating that ineligibility. (Check with ISS for the SSN form).
6. **Physical or Health Exam-** Check with the Drexel's University City Science Center at 34th & Market Streets, Phila.PA You can Contact them at: **215-220-4700** to schedule an appointment.

Renew a State ID and/or Driver's License

A Pennsylvania Driver's license can be renewed until 30-days before the end date on the I-20 or DS-2019. PennDOT will include the grace period (60 days for F-1 and 30 days for J-1). Take items #1, 2, 3, and 6 to the DMV for this application.

Transfer of another State License to a Pennsylvania License

Students or dependents must take items #1-6 and their out-of state valid driver's license to the Driver's License Center.

During Optional Practical Training (OPT)

Students on OPT must take the EAD for all requests: for new licenses and transferring licenses from other states, take items #1-6; for renewing your Pennsylvania license take items #1, 2, 3, 4, and 6.

International Driving Permit

Individuals who possess a valid foreign driver's license from their country are authorized to drive in Pennsylvania for up to one year from their date of entry into the United States, or upon expiration of their foreign license, whichever comes first. International driving permits are strongly recommended, but not required.

Procedure:

After you get all of the above required documents you will need to bring them to the local PennDOT Driver's License Center:

PennDOT Driver's License Center
801 Arch Street
Philadelphia, PA 19107
Tuesday-Saturday, 8:30am-4:15pm
Website: <http://www.dot.state.pa.us/>

If you have any questions on the above information feel free to check the DMV/USCIS factsheet at
http://www.ice.gov/doclib/sevis/pdf/dmv_factsheet.pdf



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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)
 - ISSS support letter
 - 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.

Please contact the SSA Office that you plan to visit as an appointment may be required.

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.