RUTGERS NEWARK

<u>Application for Social Security Number Checklist</u>

Required items to take to the Social Security Administration (SSA) to apply for a Social Security Number (SSN):	✓
1. **ALL** SEVIS issued I-20's or DS-2019's	
2. Valid Passport	
3. I-94 Card (print it from www.cbp.gov/I94)	
4. Employment Authorization Form wet signed by hiring manager and OISS DSO	
5. Completed Application for Social Security Number (Form SS-5) * **Print it from www.ssa.gov or pick up the form from the SSA office**	

How to obtain a social security number:

1. Compile all documents on the above checklist.

2. Take the documents to the **Social Security Administration (SSA)**:

   970 Broad Street
   10th Floor, Room 1035
   Newark, NJ 07102

3. Present all documents to the clerk at the SSA office.

4. Request a SSN receipt!

All applications for a social security number from foreign nationals must be sent to the Department of Homeland Security (DHS) for a security check. Only after it is approved by the DHS can the application be processed. *This entire process can take up to 12 weeks!*

IMPORTANT INFORMATION FOR NEWARK SSN OFFICE

It is strongly suggested that students identify themselves as Rutgers students in the Newark Campus to further help the agent understand the student's needs. Students must bring their 1-20s and I-94 along with their job offer letter/job verification letter. The letter must be on Rutgers letterhead and be physically signed.

DIGITAL SIGNATURES ARE NO LONGER BEING ACCEPTED.

In response to the current COVID crisis, students should report 15 minutes prior to their scheduled appointment and they should not be accompanied by visitors. Students should make appointments online only. Appointments are currently being made between the hours of 9:00am to 12:00pm, Monday - Friday. The waiting time for appointments is approximately 3 weeks.

RUTGERS
NEWARK

Newark Social Security Administration (SSA) Info/Directions

970 Broad Street
10th Floor, Room 1035
Newark, NJ 07102

Website: http://www.ssa.gov/

Phone: 1-800-772-1213

Hours:

Monday	9:00 AM - 3:00 PM
Tuesday	9:00 AM - 3:00 PM
Wednesday	9:00 AM - 12:00 PM
Thursday	9:00 AM - 3:00 PM
Friday	9:00 AM - 3:00 PM
Saturday & Sunday – Closed	

Directions:

From Conklin Hall (Point A, see map)
Walk south on University Avenue
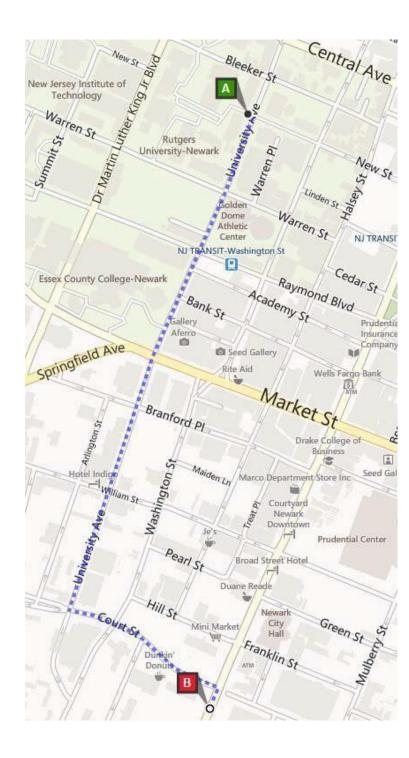- 0.7 miles

Turn left onto Court Street
- 0.2 miles

Turn right onto Broad Street
- 153 feet

Arrive at SSA (Point B, see map)
970 Broad Street, Newark, NJ 07102

Estimated walking time: 15 minutes

New Brunswick Social Security Administration (SSA) Info/Directions

Students must bring all the following materials:

- Hard copy of completed SSN application
- Original valid passport with F-1 visa
- Printed I-94 record
- Original I-20 documents (both current and previous)
- Employment Authorization Form wet signed by hiring manager and OISS DSO

Failure to present each of the required documents will result in a denial of your SSN application, so please carefully prepare your materials and thoroughly review them for accuracy.

New Brunswick Social Security Administration
ATTN: Mrs. Diouf
550 Jersey Ave, Suite 200
New Brunswick, NJ 08901

Phone: (877) 803-6313

Website: https://www.ssa.gov

Office Hours:

Monday: 9:00 am - 4:00 pm
Tuesday: 9:00 am - 4:00 pm
Wednesday: 9:00 am - 12:00 pm
Thursday: 9:00 am - 4:00 pm
Friday: 9:00 am - 4:00 pm
Saturday & Sunday – Closed

Directions:

From ISSS Office
180 College Ave, New Brunswick, NJ 08901
Take Ray St, Courtlandt St and Louis St to French St
- 5 min (1.1 mi)

Follow Jersey Ave
- 3 min (1.2 mi)

Turn left
Destination will be on the left
- 57 s (230 ft)