



Application for Social Security Number Checklist

Required items to take to the Social Security Administration (SSA) to apply for a Social Security Number (SSN):	<input checked="" type="checkbox"/>
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. Official Job offer letter from the employer or hiring department stating: <ul style="list-style-type: none"> • Job title • Supervisor's name • Number of hours worked per week • Period of employment (start and end dates) 	
5. Social Security Number Verification Letter from the OISS	
6. 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!***



Social Security Administration (SSA) Info/Directions

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

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

Phone: 1-877-255-1507

Hours:

May Vary – Please call

***Temporary Hours:**

Mondays and Fridays
9:00 AM – 4:00 PM

Directions:

From Conklin Hall (Point A, see map)

Walk south on University Avenue

- 0.7 miles

Turn left onto Court Street

- 0.2 miles

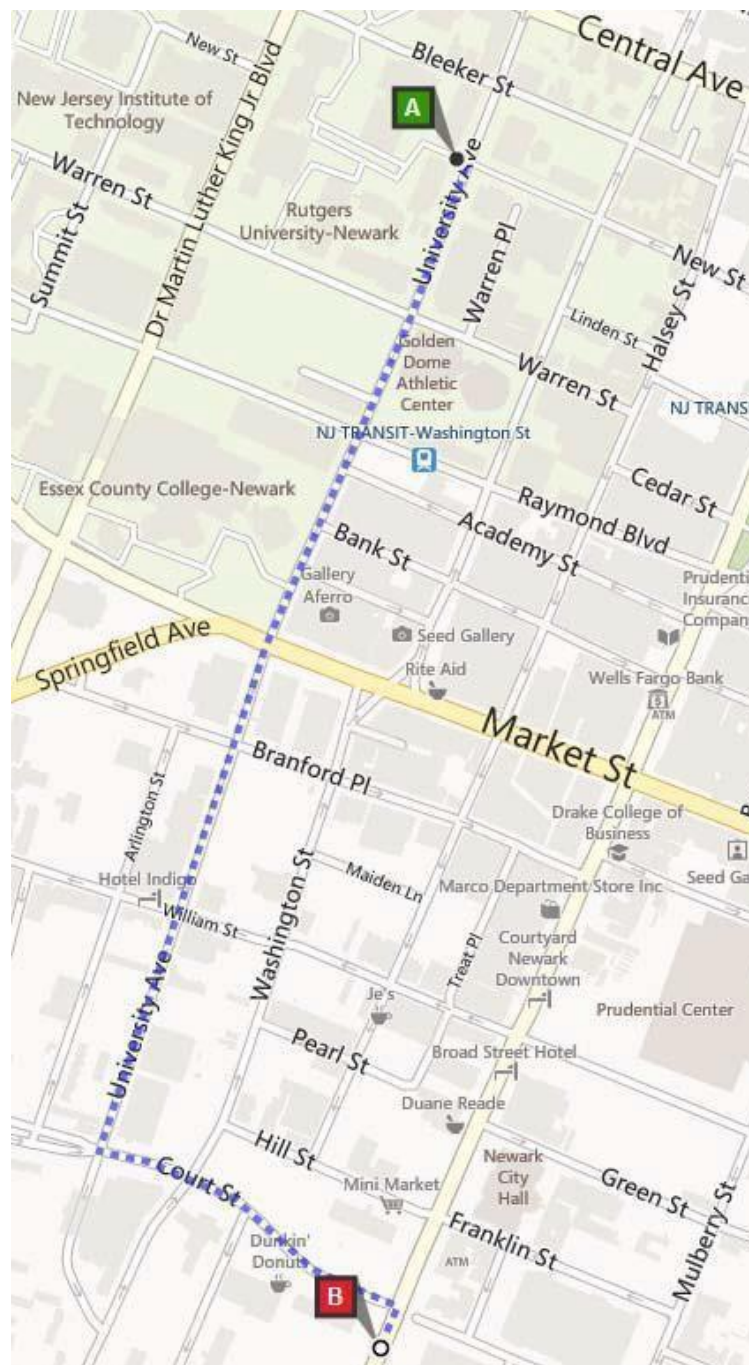
Turn right onto Broad Street

- 153 feet

Arrive at SSA (Point B, see map)

970 Broad Street, Newark, NJ 07102

Estimated walking time: 15 minutes



*Students wishing to visit the **Jersey City SSA** can do so:

325 West Side Avenue, Jersey City, NJ 07305

(877) 405-2884