## Application for Social Security Number Checklist

<table>
<thead>
<tr>
<th>Required items to take to the Social Security Administration (SSA) to apply for a Social Security Number (SSN):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>ALL</strong> SEVIS issued I-20’s or DS-2019’s</td>
<td>✓</td>
</tr>
<tr>
<td>2. Valid Passport</td>
<td></td>
</tr>
<tr>
<td>3. I-94 Card (print it from <a href="http://www.cbp.gov/I94">www.cbp.gov/I94</a>)</td>
<td></td>
</tr>
<tr>
<td>4. Official Job offer letter from the employer or hiring department stating:</td>
<td></td>
</tr>
<tr>
<td>• Job title</td>
<td></td>
</tr>
<tr>
<td>• Supervisor’s name</td>
<td></td>
</tr>
<tr>
<td>• Number of hours worked per week</td>
<td></td>
</tr>
<tr>
<td>• Period of employment (start and end dates)</td>
<td></td>
</tr>
<tr>
<td>5. Social Security Number Verification Letter from the OISS</td>
<td></td>
</tr>
<tr>
<td>6. Completed Application for Social Security Number (Form SS-5)</td>
<td></td>
</tr>
<tr>
<td>* Print it from <a href="http://www.ssa.gov">www.ssa.gov</a> or pick up the form from the SSA office</td>
<td></td>
</tr>
</tbody>
</table>

### 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/](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