Social Security Number for Employment

Access this information and links to all forms at the “Current International Students” section of www.kutztown.edu/international.

You can only receive a Social Security Number (SSN) if you have an offer of employment. You only need to apply for a SSN one time. You will always use the same SSN while you are in the U.S. The application is free.

Social Security Eligibility Requirements:
- Present in the U.S. for at least 10 days
- Registered in SEVIS
- Employment Offer

Social Security Application Documents:
- A Job Offer Letter from Employer, which must be on letterhead and include:
  - Your full name
  - Your job title
  - A description of the employment
  - Anticipated or actual start date (J-1 students also need an end date)
  - Number of hours you will work per week
  - Employer contact information, including full name and telephone number of immediate supervisor
  - Verification that you have been hired for the position
  - Original signature with signer’s title and date
- Letter from the International Advisor
  - Complete Letter Request Form
  - Turn in with Employment Offer Letter described above
- Passport
- Visa
- Form I-20 / DS-2019
- Form I-94 (http://www.cbp.gov/94)
- Social Security application (get this online at www.ssa.gov)

Process:
- Gather all documents listed above.
- Go to the Social Security Office.
  - Reading and Allentown are closest, but you can go to any Social Security Office.
  - Allow a lot of time because there is often a long wait.
- Keep your Social Security card in a safe place.
Directions from Reading bus terminal to Social Security Office in Reading
(201 Penn Street, Suite 200, Reading, PA, 19601)

Walking Directions:
2. Turn right onto Penn St/US-222 Bus S/US-422 Bus W. 0.08 mi.
3. 201 PENN ST is on the right.
Social Security Office Information

Address: STE 200
201 PENN ST
READING, PA 19601

Phone: 1-886-274-5960
TTY: 1-610-320-5096

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 Closed
Sunday Closed

Office Closings

Hide Special Instructions
IN GATEWAY BLDG, CORNER OF 2ND & PENN STS AT END OF PENN ST BRIDGE. NO FREE PARKING AVAILABLE. PAID PARKING IN GARAGES LOCATED AT THIRD AND WASHINGTON STREET AND IN PARKING GARAGE BEHIND BUILDING.

Social Security Office Information

Address: 41 N 4TH ST
ALLENTOWN, PA 18102

Phone: 1-877-405-6746
TTY: 1-800-325-0778

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 Closed
Sunday Closed

Office Closings

Hide Special Instructions
OFFICE IS LOCATED ON 4TH ST BETWEEN HAMILTON AND LINDEN STS

Disclaimer.