

## Social Security Number for Employment

Access this information and links to all forms at the “Current International Students” section of [www.kutztown.edu/international](http://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/i94>)
- Social Security application (get this online at [www.ssa.gov](http://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.

### Social Security Office Locations

#### Allentown

41 N. 4th Street  
Allentown, PA 18102  
P: 1-877-405-6746

Office is located on 4<sup>th</sup> Street, between Hamilton and Linden Streets

#### Reading

201 Penn Street, Suite 200  
Reading, PA 19601  
P: 1-866-274-5960

Office is located in the Gateway Building, on the corner of 2<sup>nd</sup> and Penn Streets. No free parking is available. Paid parking in the garages located at 3<sup>rd</sup> and Washington Street or parking garage behind the building.

#### Hours for BOTH offices:

Monday, Tuesday, Thursday, Friday  
9:00 am – 3:00 pm  
Wednesday: 9:00 am – 12:00 pm

Find hours and other important information at <http://www.ssa.gov/agency/contact/>.