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
  - 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
- 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.
  - The bus terminal in Reading is within walking distance of the Social Security Office; you can take the Bieber bus to get there.
  - 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

Reading
201 Penn Street, Suite 200
Reading, PA 19601

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