

### Introduction

**Wait 10-15 business days from the date you entered the United States before applying for your SSN.**

To apply for a US Social Security Number (SSN), you must:

1. Prepare the required documents, as described below
2. Take the documents to a **Social Security Administration (SSA) Office**
3. Submit your application to SSA (ask for a receipt that will verify your submission)
4. Update University records (i.e. the registrar and tax office) and personal records (banks, employer, etc) as soon as you receive your Social Security Card in the mail (approximately 2-6 weeks)

The *Social Security Administration Application for a Social Security Card (Form SS-5)* is available at the SSA office or online at: <http://www.socialsecurity.gov/online/ss-5.html>.

The SSA office closest to Penn's campus is located at:

**The Market** (a large yellow building on the corner of 40<sup>th</sup> & Market Streets)

**3901 Market Street, 2<sup>nd</sup> Floor**  
**Philadelphia, PA 19104**

**Hours: Monday – Friday, 9:00 AM – 4:00 PM**

### On-Campus Employment

F-1 students seeking a Social Security Number for on-campus employment are **required** to complete the attached form, *Social Security: On-Campus Work Authorization for F-1 Students*.

- Complete *Parts A, B and C*.
- Bring the form to ISSS and request *Part D* to be completed.

When you go to the SSA Office, you must present the following documents: (*Note: SSA will not process your application more than 30 days in advance of the scheduled employment start date.*)

- *Social Security: On-Campus Work Authorization for F-1 Students*
- *SSA Application for a Social Security Card (Form SS-5)*
- I-20
- Passport, visa stamp, I-94 card
- Letter from On-Campus Employer (optional)

### Off-Campus Employment

F-1 students seeking a Social Security Number for *off-campus* employment are **not required** to complete the attached form, *Social Security: On-Campus Work Authorization for F-1 Students*.

When you go to the SSA Office, you must present the following documents:

#### **For F-1 Curricular Practical Training (CPT):**

(*Note: SSA will not process your application more than 30 days in advance of the CPT employment start date.*)

- *SSA Application for a Social Security Card (Form SS-5)*
- I-20, endorsed for CPT
- Passport, visa stamp, I-94 card

#### **For F-1 Optional Practical Training (OPT):**

(*Note: SSA will not process your application until the employment start date on the OPT EAD card has been reached.*)

- *SSA Application for a Social Security Card (Form SS-5)*
- I-20, endorsed for CPT
- Employment Authorization Document (EAD)
- Passport, visa stamp, I-94 card



**Penn**  
UNIVERSITY of PENNSYLVANIA

International Student and Scholar Services

# Social Security: On-Campus Work Authorization for F-1 Students

F-1

To Whom It May Concern:

The following student is in lawful F-1 nonimmigrant status at the University of Pennsylvania. S/he is eligible for employment under US immigration regulations 8 CFR 214.2(f)(9)(i):

**Part A: Nonimmigrant's Information (Completed by Student)**

Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Family/Last) (Given/First) (Middle I.)

Date of Birth: Month: \_\_\_\_\_ Day: \_\_\_\_\_ Year: \_\_\_\_\_

**Part B: Identification of Employer (Completed by Penn Hiring Department/Supervisor)**

University of Pennsylvania, On-Campus Location: \_\_\_\_\_

Employer Identification Number (EIN): **23-1352685** Employer Telephone Number: \_\_\_\_\_

Position Title: \_\_\_\_\_

Anticipated Dates of Employment/Research Fellow Appointment:

From: \_\_\_\_\_ To: \_\_\_\_\_ Approximate Number of Hours/Week: \_\_\_\_\_

Nature of Employment/Service (e.g., cashier, research assistant, research fellow appointment, library aide, teaching in exchange for reduced tuition, etc.):  
\_\_\_\_\_

**Part C: Names and Original Signatures (Completed by Penn Hiring Department)**

Hiring Department/Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part D: Names and Original Signatures (Completed by ISSS staff/DSO)**

DSO for F-1 Program PHI 214F 0151.000: \_\_\_\_\_

ISSS Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Working While Awaiting an SSN**

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>.