

## 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's office for students, and the tax office if employed at Penn) and personal records (banks, employer, etc.) as soon as you receive your 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 closest SSA office to Penn's campus is located at the Market (a large yellow building on the corner of 40<sup>th</sup> & Market Streets):

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

Hours: Monday – Friday, 9 am – 4 pm

## Required Documents

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

### For J-1 Student On-Campus Employment:

- *Social Security Letter for J-1, H-1B and O-1 Visa Holders*, completed and signed by OIP
- *SSA Application for a Social Security Card (Form SS-5)*
- DS-2019
- Passport, visa stamp, I-94 card

### For J-1 Student Academic Training:

- *Social Security Letter for J-1, H-1B and O-1 Visa Holders*, completed and signed by OIP
- *SSA Application for a Social Security Card (Form SS-5)*
- OIP Academic Training Authorization Letter
- DS-2019, endorsed for Academic Training
- Passport, visa stamp, I-94 card

### For J-1 Scholars:

- *Social Security Letter for J-1, H-1B and O-1 Visa Holders*, completed and signed by OIP
- *SSA Application for a Social Security Card (Form SS-5)*
- DS-2019
- Passport, visa stamp, I-94 card

### For H-1B and O Visa Holders:

- *Social Security Letter for J-1, H-1B and O-1 Visa Holders*, completed and signed by OIP
- *SSA Application for a Social Security Card (Form SS-5)*
- Employment Offer Letter
- Original I-797 Approval
- Passport, visa stamp, I-94 card



**Social Security Letter  
for J-1, H-1B and O-1 Visa Holders**

**J-1  
H-1  
O-1**

*To Whom It May Concern:*

This is to certify that the following individual is in lawful nonimmigrant status at the University of Pennsylvania. S/he is eligible for employment under US immigration regulations:

**Part A: Nonimmigrant's Information (Student/Scholar Information)**

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

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

Visa Status: [ ] J-1 Student [ ] J-1 Scholar [ ] H-1B Scholar [ ] O-1 Scholar

**Part B: Names and Original Signatures (Completed by OIP Advisor)**

OIP Staff Name: \_\_\_\_\_

OIP Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Working While Awaiting an SSN**

An individual in lawful J-1, H-1B or O-1 status 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>.