



DREXEL UNIVERSITY

International Students and Scholars Services

Student Affairs

Social Security Number Information

Eligibility:

International students may need to obtain Social Security number to work in the United States, even on campus. The Social Security Administration will only assign Social Security numbers to F-1 or J-1 students and scholars with documentation confirming that they have an on-campus paid employment and or they are authorized to work off campus under one of the eligible employment categories (CPT, OPT, AT etc.).

Required Documents:

You will need to collect and bring the following documentations with you to the Social Security Administration:

- ☐ Valid Passport
- ☐ Valid F-1 or J-1 Visa
- ☐ I-20 or DS-2019 or proof of change of status to F-1 or J-1
- ☐ I-94 admission number* (Retrieve it here at <https://i94.cbp.dhs.gov/I94/request.html>)
- ☐ Proof of employment authorization**

**You will also need ONE of the following documents as a proof of employment:

- Job offer letter on department letterhead and ISSS support letter
- Job offer letter on company letterhead and CPT authorization on your I-20 form (for F-1 student co-op/internships/practicums)
- Valid employment authorization card (EAD/OPT) for F-1 Optional Practical Training or F-1 Economic Hardship
- Job offer letter on company letterhead; AT or Economic Hardship authorization on your DS-2019 form and ISSS support letter (J-1 only)

Procedure:

Once you have the necessary documents, you will submit your application on [Form SS-5](#) with the [Social Security Administration](#) office at the following address:

Philadelphia - Social Security Administration Office

2 Penn Center, 20th Floor
Suite 2000B
1500 John F. Kennedy Blvd.
Philadelphia, PA 19102
Mon-Fri 9am-3:30pm

Social Security Administration website: <http://socialsecurity.gov/>



NOTE: In addition to looking at your documents, a clerk may interview you and ask a few routine questions. Be prepared for a long wait. **There is no fee to apply for the SSN.**

If you have any questions on the above information you can contact ISSS at iss@drexel.edu
For any **TAX questions** check with the **Drexel Tax office** at 3201 Arch St. Ste#420, 215-895-6880