



The University of Pittsburgh
Office of International Services

Instructions for Applying for a Social Security Number (SSN) for All Visa Classifications (F, J, H, O, TN)

• **F-1 Visa Classification** (NOTE: Internationals in F-2 visa classification are not eligible for a SSN.)

Required Documents

1. **F-1 On-Campus (Includes Stipends for living expenses as part of Fellowships & Assistantships)**

- I-20
- Passport, visa stamp, and Form I-94 Arrival/Departure Record
- OIS Social Security On-Campus Work Authorization Letter
(NOTE: You may initiate the process for obtaining this letter by downloading the template from:
<http://www.ois.pitt.edu/pdf/SSNLetterfillable.pdf> completing all required portions except those requiring an OIS Advisor, and then meeting with an Advisor during our normal walk-in hours, Monday – Friday 1:00 p.m. to 4:00 p.m.)

2. **F-1 Curricular Practical Training (CPT)**

- I-20, endorsed for CPT
- Passport, visa stamp, and Form I-94 Arrival/Departure Record
- Letter of offer for employment

3. **F-1 Optional Practical Training (OPT)**

- I-20, endorsed for OPT
- Employment Authorization Document (EAD)
- Passport, visa stamp, and Form I-94 Arrival/Departure Record
- Letter of offer for employment

• **J-1 & J-2 Visa Classifications**

Required Documents

1. **J-1 On-Campus (Includes Stipends for living expenses as part of Fellowships & Assistantships)**

- DS-2019
- Passport, visa stamp, and Form I-94 Arrival/Departure Record
 - OIS Social Security On-Campus Work Authorization Letter:
<http://www.ois.pitt.edu/pdf/SSNLetterfillable.pdf>

2. **J-1 Academic Training**

- DS-2019, endorsed for Academic Training
- Passport, visa stamp, and Form I-94 Arrival/Departure Record
- OIS Academic Training Authorization with a copy of the letter of offer

3. **J-1 Scholars (Professors, Researchers, Post-Docs, etc.)**

- DS-2019
- Passport, visa stamp, and Form I-94 Arrival/Departure Record
- Employment Offer Letter (Hiring Department)



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• **J-1 & J-2 Visa Classifications (continued)**

4. **J-2 Dependent (Please refer to J-2 Employment Authorization Procedures)**
- DS-2019
 - Employment Authorization Document (EAD)
 - Passport, visa stamp, and Form I-94 Arrival/Departure Record
 - Letter of offer for employment

• **H, O, & TN Visa Classifications**

Required Documents

1. **H, O, TN**
- Original I-797 Approval Notice (if applicable)
 - Employment Offer Letter (Hiring Department)
 - Passport, visa stamp, and Form I-94 Arrival/Departure Record

Social Security Office Locations near Pitt

(NOTE: For internationals in F-1, J-1, or J-2 visa classifications, please wait 10 – 15 days after initial entry to the US before applying in order to allow time for the Social Security Administration to download your record from the Department of Homeland Security’s SEVIS database.)

<p>Downtown Social Security Office Address: 915 Penn Avenue (9th & Penn) Hours: 9:00 am to 4:00 pm Phone: 412.644.5812</p> <p>Directions</p> <ul style="list-style-type: none"> - Any 61 bus from Fifth Avenue to downtown Pittsburgh. Get off at Wood Street. - Any 500 bus from Oakland to downtown Pittsburgh. Get off at 6th & Wood Streets - Any 71 bus from Fifth Avenue to downtown Pittsburgh. Get off at Stanwix Street. 	<p>East Liberty Social Security Office Address: 6117 Penn Circle North Hours: 9:00 am to 4:00 pm Phone: 412.361.6204</p> <p>Directions</p> <ul style="list-style-type: none"> - Outbound 500 bus along Fifth Avenue. Get off at N. Highland & Penn Circle North. - 71C bus from Fifth Avenue. Ask driver to let you off at Penn Mall Station, a short walk from there to Social Security Office .
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