



Instructions for Applying for a Social Security Number (SSN)

1 Determine if you need a Social Security Number

The SSN is a nine-digit number that is used to track individuals for taxation purposes.

F-1 and J-1 visa holders who are employed in the United States are required to apply for a Social Security Number.

Prior to applying, new students and scholars must ensure that their SEVIS record is active. SEVIS activation occurs after completing orientation requirements.

3 Complete the Application

Complete the application form available on the Social Security website (<http://www.ssa.gov/ssnumber/>) and prepare your documents.

F-1 OPT students: For those that applied with the Form I-765, do NOT complete steps 2, 3 & 4. Your application was the Form I-765.

4 Apply for the SSN

You must apply for the SSN in-person at one of the local Social Security Offices. You should use the Social Security Office Locator (<http://www.socialsecurity.gov/locator>) to find the appropriate location and to verify hours of operation.

Plan to arrive well before closing time to ensure that you will receive service that day.

Local Offices :

East Liberty
6117 Station St.
Pittsburgh PA 15206

Downtown
921 Penn Ave.
Pittsburgh PA 15222

2 Determine what documents you need

All applicants require passport, visa stamp, and Form I-94 Arrival/Departure Record

F-1 Visa Classification

F-1 On-Campus (Includes: Living Stipends of Fellowships & Assistantships)

- I-20
- OIS Social Security Letter for On-Campus Employment (Request the Social Security Number e-form in My OIS under F-1 Student (my.ois.pitt.edu))

F-1 Curricular Practical Training (CPT)

- I-20, endorsed for CPT

F-1 Optional Practical Training (OPT)

2 OPTIONS

- I-20, endorsed for OPT & Employment Authorization Document (EAD Card)

OR

- Apply through Form I-765

(If you are planning to apply for your SSN through the Form I-765, please refer to the OPT Checklist for more information, these instructions are not applicable to you)

J-1 & J-2 Visa Classifications

J-1 Student On-Campus (Includes: Living Stipends of Fellowships & Assistantships)

- DS-2019
- OIS Social Security Letter for On-Campus Employment (Request the Social Security Number e-form in My OIS under J-1 Students (my.ois.pitt.edu))

J-1 Student Academic Training

- DS-2019, endorsed for Academic Training

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

- DS-2019
- Employment Offer Letter (Hiring Department)

J-2 Dependent (Please refer to J-2 Employment Authorization Procedures)

- DS-2019
- Employment Authorization Document (EAD Card)

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Your SSN should be mailed to you by the Social Security Administration within 10 business days of applying.

F-1 OPT students: For those that applied with the Form I-765, your SSN should be mailed within 7 business days of receiving your EAD card

If you have any questions, contact OIS at ois@pitt.edu!