Instructions for Applying for a Social Security Number (SSN)

How to Get a Social Security Number

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.

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 On-Campus Work Authorization Letter*
   - F-1 Curricular Practical Training (CPT)
     - □ I-20, endorsed for CPT
   - F-1 Optional Practical Training (OPT)
     - □ I-20, endorsed for OPT

   **J-1 & J-2 Visa Classifications**
   - J-1 Student On-Campus (Includes: Living Stipends of Fellowships & Assistantships)
     - □ DS-2019
     - □ OIS Social Security On-Campus Work Authorization Letter*
   - 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

   *SSN Letters for students must be requested online in My OIS (my.ois.pitt.edu) and picked up at OIS (708 WPU).

   F-1 students: Complete the Social Security Number e-form
   J-1 students: Complete the On Campus Employment Authorization e-form

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

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.

   Local Offices:
   - East Liberty
     6117 Station St.
     Pittsburgh PA 15206
   - Downtown
     921 Penn Ave.
     Pittsburgh PA 15222

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

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

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