



Instructions for Applying for a Social Security Number (SSN)

How to Get a Social Security Number

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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.

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

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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
- Employment Authorization Document (EAD Card)

*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

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
- 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.

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