Instructions to Apply for a Social Security Number

In order to apply to the Social Security Administration for a number, you must have the following documents:

1. Employment Letter (This letter should include the employer’s name, address, phone, email, supervisor’s name, Employer Identification Number and employment start date.)
2. Form SS-5 (Available online at the ssa.gov). You can fill the form out online and then print it out to take with you to the Social Security Administration. The SS-5 form is also available at the Social Security Office.
3. Passport, I-94 card, and I-20 (You must have all of these documents with you when you apply).
4. Letter from International Student Services to provide further support for your application.

International Student Services will need a copy of the Employment Letter in order to write the letter of support. You can make an appointment to request a letter or send an email with your request.

The Social Security Administration is located at 2200 State Route 10, 2nd Floor, Parsippany, NJ. The hours are Monday-Friday 9am-4pm. Please let me know when you have the letter of employment.