

Applying for a Social Security Number (SSN)

Guidance for International Students in F-1 Status

Bring the following documents to the SSA (address at bottom):

- 1) Form SS: Print and complete (The form is also available at the SSA.)
 - a) www.ssa.gov/online/ss-5.pdf
 - b) When filling out #5, check the second box, "Legal Alien Allowed to Work."

- 2) Letter of Employment for on-campus work (SSN Letter) or CPT letter (hard copies with wet signatures)
 - a) On-campus job: [Letter of employment](#) must be on Pratt letterhead of the department, signed by the department and OIA with wet signature.. Drop off the letter at the OIA pocket outside the door 24/7. You will be emailed when it's ready to pick-up. Myrtle Hall Room 2E-5.
 - b) CPT letter must be on company letterhead with wet signature

- 3) Passport: with entry visa
 - Passport must be valid 6 months into the future (renew at a Consulate if not)
 - Note: Students from Canada and Bermuda do not have an F-1 visa

- 4) I-94 record
 - a) Go to www.cbp.gov/i94 to print out your I-94 record. Make sure it says F-1 and D/S.

- 5) I-20 (Take all of your I-20s)
 - Note: The SSA is allowing a print-out of a digitally issued I-20.

- 6) Students on OPT bring your EAD card (AKA: OPT card)
 - If you are not on OPT, this does not apply to you

Additional information:

- [NextGen website](#)-the is the place to look for job listings, and instructions for student employees and supervisors
- [HR paperwork](#): After you are hired, contact HR to complete your new hire paperwork.
- You can get paid prior to getting the SSN as long as you file the paperwork with HR
- Report your SSN to [HR](#) using [Virtru](#) to protect your identity
- Students applying for a replacement for a lost SSN must have a job to get a replacement card

Social Security Offices

*You must apply in-person to a Social Security Card Center for an original or replacement Social Security Card. The average time to receive your Social Security Card in the mail is three (3) three weeks. **Note:** As of 04/26/22, walk-in service has resumed. No more appointments.*

Brooklyn Office

154 Pierrepont Street, 6th Fl
Brooklyn, NY 11201
(866)-331-6405
M-F 7:00 am – 3:30 pm

Manhattan Office

123 William Street, 3rd Fl
New York, NY 10038
(866)-657-3406
M-F 7:00 am – 3:30 pm

Bronx Office

820 Concourse Village West 2nd Fl
Bronx, NY 10451
(855) 531-1684
M-F 7:00 am – 3:30 pm

Queens Office

155-10 Jamaica Ave, 2nd Fl
Jamaica, NY 11432
(888) 281-2471
M-F 7:00 am – 3:30 pm

(updated 04/26/22)