# How to get a Social Security Card

**Why?**

All F-1 Students are permitted to work on-campus 20 hours per week during the semester and full time when classes are not in session. You must be offered a job on campus before applying for your social security number.

**What?**

The Social Security Administration is an agency of the U.S. Department of Health and Human Services. The card bears a unique nine-digit identification number and is issued to qualified persons primarily to determine eligibility for social benefits earned through various forms of employment. While you may never receive those benefits as a non-U.S. citizen, having a social security number will be very useful in your daily life in the U.S. even if you chose not to work on-campus. Many bankers, business people and others will ask you for a social security number as a form of identification.

**How?**

Apply for a job on campus. Once you are offered the job, have the supervisor send the department name and job description to Nikki Detwiler (ndetwiler@alb.edu) in Multi-Ethnic Student Affairs and Emma Alvarez (ealvarez@alb.edu) in Human Resources.

Complete the Social Security Card application (available in the Multi-Ethnic Student Affairs Office) and take it to the Social Security Office along with the following documents:

- Passport – the date of issue must be at least one year old;
- Visa;
- I-20 Student Copy – it must have the red immigration stamp in the top right corner;
- I-94 – the white card that is your arrival/departure record, usually stapled to your passport, must have the red immigration stamp in top right corner;
- Letter from Multi-Ethnic Student Affairs Office.
- Letter from Human Resources.

**Directions to Social Security Office**

Students can take the 12th Street Bus or Schuylkill Avenue Bus from the Barta Bus Station located at 1700 North 11th Street & Exeter Streets, 2 blocks from campus to the Social Security Office. Buses leave every 15 minutes.

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| The address is: | Social Security Administration |
| | Second and Penn Streets |
| | The Gateway Building |
| | Reading, Pennsylvania 19601 |
| Phone Number: | 610.320.5235 |
| Hours: | Monday – Friday, 9 a.m. – 4 p.m. |

**Special Note**

If you lose your Social Security Card, call 1-800-772-1213.