

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 is required in order to work in the U.S.

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 the International Student Office and Emma Alvarez (ealvarez@alb.edu) in Human Resources.

Complete the Social Security Card application (available in the International Student 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 International Student 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.

The address is:	Social Security Administration Second and Penn Streets The Gateway Building Reading, Pennsylvania 19601
Phone Number:	610.320.5235
Hours:	Monday-Tuesday; Thursday-Friday, 9am-3pm Wednesday 9am-12pm

Special Note

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