



OBTAINING A SOCIAL SECURITY NUMBER

The Social Security Number (SSN) is a 9-digit number issued by the U.S. Social Security Administration to those individuals who have secured a paid job position in the United States. The SSN is required in order to be paid for any work you do in the U.S. whether it is on-campus or for practical training. Though the SSN is only required to be paid by an employer, many other institutions in the U.S. ask for a SSN (i.e. banks, cell phone vendors, the Department of Motor Vehicles), and it is generally easier to obtain services from these institutions if you already have a SSN. You are under no obligation to obtain a SSN; however, if you plan to work in the United States, you will need to obtain one.

Though there are many SSA offices in New York, we recommend you go to your local office by the place of your residency. Manhattan or New Jersey residents may apply at the NYC offices; Brooklyn residents *must* apply at the Brooklyn office. Some of the SSA offices locations and contact information are as follows:

MANHATTAN & NEW JERSEY RESIDENTS

- 123 William Street, 3rd floor, New York, NY 10038 (between Fulton and John Streets)
Telephone number: 800-772-1213
Office hours: Mon, Tue, Thus, Fri - 7am-4pm; Wed 7am-12pm
Subway: 2, 3, 4, 5, A, C, R and Z to Fulton Street

QUEENS RESIDENTS

- 155-10 Jamaica Avenue, 2nd floor, Jamaica Queens, NY 11432 (between 153rd St. and Parsons Blvd.)
Telephone number: 800-772-1213
Office hours: Monday-Friday 7am-4pm
Trains: E, J & LIRR to Jamaica; Bus: Route Q 4, 5, 6, 8, 9, 20A, 20B, 24, 25, 30, 31, 34, 41, 42, 44, 54, 56

BRONX RESIDENTS

- 820 Concourse Village West, 2nd floor, Bronx, NY 10451 (between 158th and 159th Streets)
Telephone number: 800-772-1213
Office hours: Monday-Friday 7am-4pm
Subway: 4, D to 161-River Ave-Yankee Stadium; Bus: 6, 55

BROOKLYN RESIDENTS

- 154 Pierrepont Street, 6th floor, Brooklyn, NY 11201 (between Camden Plaza West and Clinton Street)
Telephone number: 800-772-1213
Office hours: Monday-Friday 7am-4pm
Subway: 2, 3, 4, 5 to Borough Hall; N, R to Court Street; A, C, F to Jay Street
Bus Routes: B25, B26, B38, B41, B52, B103 to Cadman Plaza West-Montague St

When you go to apply for your number, you will fill out an application form when you arrive. You will then present the application and the following original documents for their review & copy:

- Valid passport
- F-1 or J-1 visa
- Form I-94 (print out at www.cbp.gov/i94)
- Form I-20 or DS-2019
- Letter from ISS
- Letter from prospective employer or Pace University Student Employment Confirmation Form
- If you have been issued CPT authorization for a Co-op internship, you may present the I-20 in lieu of an employer letter
- If you have been approved for OPT, you only need to present the EAD card. No letters are required.

It takes approximately 2-3 weeks for the SSA to issue your SSN and card; however, it sometimes takes much longer. The SSA must verify your student status with the US Citizenship and Immigration Service (USCIS) before issuing you a number. This process can take from 10 days to 12 weeks to complete. Once you have a SSN, you will use the same number throughout your stay in the United States.

NYC: 163 William Street, 16th Floor PLV: Kessel Student Center, 212
Phone: (212) 346-1368
www.pace.edu/iss