



Application for Social Security Number Checklist

| Required Items to take to apply for a Social Security Number: | <input checked="" type="checkbox"/> |
|--|-------------------------------------|
| 1. ALL SEVIS issued I-20's or DS-2019's | |
| 2. Valid Passport | |
| 3. I-94 Card (white Card in Passport) | |
| 4. Official Job offer letter from Employer or hiring department stating: <ul style="list-style-type: none"> • Job Title • Supervisor's Name • Number of hours worked per week • Period of employment (Start and End Dates) | |
| 5. Verification Letter from OISS | |
| 6. Application for Social Security Number, SS-5 <ul style="list-style-type: none"> • Print and complete it from www.ssa.gov or access it from oiss.rutgers.edu | |

Instruction for Application:

1. Compile all documents on checklist above
2. Go to:

**970 Broad Street
10th Floor, Room 1035
Newark, NJ 07102**

3. Present all documents to Clerk at Social Security Office.
4. Request a Receipt!

*ALL applicants for a Social Security number from foreign nationals must be sent to the Department of Homeland Security (DHS) for a security check. Only after it is approved by the DHS can the application be processed.

This entire process can take up to 12 weeks! Plan accordingly.