

## NEED MORE INFORMATION?

Detailed information on Social Security and Social Security Number (SSN), please follow these links:

### History of Social Security:

<https://www.ssa.gov/history/index.html>

### Webpage can be found at:

<https://www.ssa.gov/>

### Frequently asked questions:

<https://www.ssa.gov/history/hfaq.html>

Email: <https://secure.ssa.gov/emailus/>

### Office Location:

<https://secure.ssa.gov/ICON/main/jsp>

### Contact Information:

**Toll-Free Number.** Generally, SSA does not publish the phone numbers of its local offices. You can call the toll-free at 1-800-772-1213. By calling this number, you can use the automated telephone services to get recorded information and conduct some business 24 hours a day. If you cannot handle your business through the automated services, you can speak to a Social Security representative between 7:00 a.m. and 7:00 p.m. Monday through Friday. If you are deaf or hard of hearing, call our toll-free TTY number, 1-800-325-0778, between 7 a.m. and 7 p.m. Monday through Friday.

### Directions to the Philadelphia Office:

From the Regional Rail Train's Suburban Station Stop: use stairs or elevator concourse; follow sign for subway and trolley lines to glassed-in courtyard at 16 St; take stairs or elevator to street level facing City Hall, 2 Penn Center is on the left.

Directions to other SS offices can be found on SEPTA's website: <http://www.septa.org>

### Address (For writing only; always contact the Local Office first:

Social Security Administration  
Office of Public Inquiries  
1100 West High Rise  
6401 Security Blvd.  
Baltimore, MD 21235

## Social Security Office Locations:

The following addresses of Social Security Administration Offices that are located in Philadelphia, Montgomery and Delaware Counties. Since locations can change, always check before you go to the physical site.



### Social Security Administration, Philadelphia County.

1500 John F. Kennedy Blvd., 20<sup>th</sup> floor.  
2 Penn Center, Suite 2000 A  
Philadelphia, PA 19102-9713

**Hours of Operation:** Monday – Fridays 9:00 a.m. – 3:30 p.m.



### Social Security Administration, Montgomery County

1700 Markley Street, First Floor  
Norristown, PA 19041

**Hours of Operation:** Monday – Friday 9:00 a.m. – 3:30 p.m.



### Social Security Administration, Delaware County

8645 West Chester Pike  
Upper Darby, PA 19082-4505

Hours of Operation: Monday – Friday 9:00 a.m. – 3:30 p.m.



# Social Security Number

If you plan to work in the United States of America (U.S.A) (including off and on-campus) you should have a social security number. Your social security number is NOT your school identification number. Social security numbers are generally assigned to individuals authorized to work in the U.S. The number is used to report our wages, salaries and tips, to determine eligibility or Social Security benefits. Social Security Administration will not assign you a number for enrollment in college or school.

## PRE-REQUISITES

1

- Authorization to work on or off-campus and meet Social Security's eligibility requirements.

2

- Proof of U.S. immigration status, age and identity.

3

- Students entering the U.S. for the first time must be here at least ten days before applying for a Social Security Number.

4

- Students must also be registered in SEVIS by the DSO.

## How do I know if I am eligible?


See a DSO to determine your eligibility. Once eligibility is determined, the DSO will give you the Work Authorization Form that your employer and you will have to complete and submit to the DSO for approval and signature.

If your SEVIS record is not "Active," the social security office will not be able to verify your status with the USCIS. Your SEVIS record will become "Active" after your SEVIS registration with the ISSO. SEVIS registration will take place after the Final Academic Verification at Haverford College. The date for the current session can be found on the Academic Calendar (Registrar's Office) online.





## Documents you should bring to the Social Security Administration Office:




All documents must be originals. Photocopies will be accepted **IF** it is certified by the issuing agency. **No** photocopies or notarized of documents, expired documents, or receipts showing you have applied for new documents will be accepted!

1. Completed Social Security Number Form SS-5. (Available online)
2. Confirmation of your current school status. (Available from the Registrar's office; a staff member in the registrar office will prepare the certification letter for you within 48 hours of receiving your request with the exception of weekends and when the college is closed.)

3. Work Authorization Form. (Available in ISSO)
4. If you have a valid Employment Authorization Document (EAD), I-766 EAD Card, for optional practical training bring it.
5. I-94 Arrival/Departure record. (Available: [www.cbp.gov/I94](http://www.cbp.gov/I94))

6. Current I-20 Form for F-1 Students.
7. Valid Passport, Visa and Stamp.
8. If you are J-1 student, see Susan Penn to get a letter from your sponsor.




If you are an F-1 student authorized to work in curricular practical training (CPT), you must provide the SS office with your Form I-20 with the employment page completed and signed by your Designated School Official. **(AS OF DATE, CPT IS NOT AUTHORIZED AT HAVERFORD COLLEGE, SO NO LETTER WILL BE PROVIDED)**


Your application for Social Security number will not be processed if your on-campus employment begins more than 30 days from your application date; or the employment start date on your work permit EAD from DHS is a future date.

*Students are responsible for knowing what documents to present to Social Security Administrative Office by reading the information on the SS webpage. Students are responsible for locating and downloading the Social Security Application (SS-5) online.*




## At the Social Security Office:

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1. After you enter the Social Security Office, be sure to take a number and wait for your number to be called before approaching the agent. Note: in some offices automated check-in methods are used.
  2. If you carry a cell phone with you to any of these offices, it **must** be turned off. The use of cell phones are prohibited in the office.
  3. After submitting your application and other supporting documents, be sure to get **a receipt** to prove that you applied for a Social Security Number

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4. Check your name and mailing address on the receipt to ensure both are correct before leaving the agent's desk or service window! The mailing address should be the college's address, which is 370 Lancaster Avenue, Haverford, Pennsylvania 19041-1392 **IF** you are living on campus. No mailbox number or Dorm address is necessary! Students residing off campus should use the address they have recorded in SEVIS.


The Social Security Administration will process your application and a card bearing the number will be sent to you in about ten days, maximum two-three weeks. When your card arrives at the mailroom, it will be placed in your Haverford mailbox. **If you do not receive your Social Security Card within ten days, return to the Social Security Office and bring all your documents with you, or telephone the office to register your concern. Do not apply for a second social security number. One number is sufficient.**

## I received my Social Security Card. What now?

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- Provide the Registrar's and Business Offices (Student Payroll) with the number. It will be necessary for the completion of your student record and for processing your paycheck. Be sure to retrieve your Card before leaving the office.
  - Guard your Social Security Number! Memorize your Social Security Number! Make a copy for your Records!



### INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER:



If you need a number for tax purposes and you are not authorized to work in the United States, you can apply for an Individual Taxpayer Identification Number from the Internal Revenue Service (IRS). Visit IRS in person or call the IRS toll-free number, 1-800-TAXFORM (1-800-829-3676), and request Form W-7 (Application for IRS Individual Taxpayer Identification Number). If you are assigned a number for non-work purposes, you cannot use it to work. If you use it to work, we (SS office) will inform DHS.