



## Social Security Application Guide for Haverford College International Students

A Social Security Number (SSN) is essential for receiving payment when working for the college or any other employer and for filing taxes. It is used for identification with government agencies, particularly the Internal Revenue Service (IRS).

### Additional Resources

- [Obtaining a Social Security Number | Study in the States \(dhs.gov\)](#)
- [Taxpayer Identification Numbers \(TINs\) for Foreign Students and Scholars | IRS](#)
- [International Students and Social Security Numbers | SSA](#)

**Eligibility Requirements** To apply for a Social Security Number, you must:

1. Arrive on campus.
2. Secure on-campus employment.
3. Complete SEVIS registration for the first time. Students will receive a new I-20 after completing their first SEVIS registration at Haverford. We recommend waiting until at least 10 days after your I-20 is issued before visiting the Social Security office for your appointment.

### Steps to Apply for a Social Security Number

**1. Notify ISSO** Once you have found on-campus employment, notify ISSO that you are starting your SSN application. You can make an appointment or visit walk-in hours with either Natasha Weisz or Sophie Goodfellow to review the application process and provide you with the Work Authorization letter template.

**2. Gather Required Documents** You must bring original copies of the following documents to your in-person appointment at the SSA office:

- **[Work Authorization Letter](#):** This form must be completed and signed by:
  - You (the applicant),
  - Your employer, and
  - ISSO.
  - *Note:* The SSA does not accept electronic signatures. Please ask your supervisor to provide a handwritten signature. Once signed, email Natasha or Sophie to arrange for their signature or bring the completed form to walk-in appointments.
- **I-94 Record:** You can download your latest I-94 at <https://i94.cbp.dhs.gov>
- **I-20 Form**
- **Passport**

**3. Complete the SSN Application (Form SS-5)** Complete this form online at: <https://secure.ssa.gov/ossnap/public/landingOSsnap>. Use your name as it appears on your passport. In the documentation section, they will ask you to indicate which documents you will be able to present to confirm your identity, age and immigration status. We recommend that F-1 visa holders list these documents:

- Foreign Passport,
- I-94 with an unexpired foreign passport, and
- I-20 Certificate of Eligibility as supporting documents.

**4. Schedule an Appointment with the SSA:** At the end of the online application, there will be a button that you should click on to schedule an appointment to visit the Social Security Office within 45 days. Walk-ins are not accepted.

- **Online (Recommended):** At the end of the SSN application process, you can schedule an appointment online. You will need to create an account with either:
  - **Login.gov:** Uses two-factor authentication and traditional identity verification methods like government records and credit reports.
    - Recommended: Download an authentication app such as Google Authenticator for account setup.
  - **ID.me:** Uses biometric data, including facial recognition to verify identity.
- **Phone** (If you opted for the paper application):
  - Call the local Norristown SSA Office, Monday-Friday, 9am-4pm:  
**1-866-964-6305**
  - Call the national SSA number, Monday-Friday, 9am-7pm, and request an appointment at the Norristown location: **1-800-772-1213**

**5. Attend Your Appointment** Bring your original documents and allow 3 - 4 hours for travel and the appointment. The Norristown SSA Office is open Monday-Friday, 9am-4pm.

The address of the Norristown Social Security office is:  
1700 Markley St, Suite 120, Norristown, PA 19401

### **Public Transportation Options:**

- **SEPTA:** You can use the local SEPTA system for public transportation to the Norristown Social Security Office. The SEPTA website offers a [Trip Planner](#) tool to help you determine the best route. The SEPTA app allows you to view train and bus schedules on the go, helping you plan your travel in real time. For convenience, you can also use the Google Maps app for detailed transit instructions, including schedules and routes.
- **Ride-Share Services:** Many students use ride-share services such as Lyft or Uber to reach the office.

**Receiving Your Social Security Card** Your Social Security card will be delivered to you by mail approximately 3 weeks after your in-person appointment. It may arrive sooner, so it is important to regularly check your campus mailbox. Please note:

- You will not be notified when mail is placed in your campus mailbox; only packages receive notifications.
- If you experience difficulty operating the mailbox in the campus center, ask a staff member at Central Receiving for assistance.

The Social Security card is a very thin piece of paper. Ensure you keep it safe in your file for important documents. This card is considered a form of identification and may be required in certain circumstances, such as applying for a driver's license.

Once you receive your Social Security card, follow the procedures in Workday to upload your Social Security Number. For questions about this, email Sue McCarthy at [smccarthy1@haverford.edu](mailto:smccarthy1@haverford.edu)

### **Keep Your Card Safe & Confidential**

- Do not carry your Social Security card with you. Instead, store it in a safe and secure location.
- Do not laminate your card.
- Keep your Social Security Number (SSN) confidential. Only provide it when necessary, such as for official business with your employer or bank.
- Be cautious of phishing scams attempting to steal your SSN. These scams are common and can lead to identity theft.

If you need assistance at any step, please contact ISSO for guidance. You can reach us at [hc-isso@haverford.edu](mailto:hc-isso@haverford.edu) We are here to help!