

## Social Security Numbers

You must have a valid Social Security number prior to the start of your employment. To apply for a Social Security number, you need to visit one of the local Social Security Offices with a completed Application for a Social Security Card (Form SS-5, available in the Office of International Programs or on-line at <http://www.ssa.gov/>), passport, I-94 card, evidence of permission to work in the U.S. (i.e., DS-2019 or I-797), and an employment offer letter generated from the Office of International Programs. The number ordinarily is issued to you within four weeks.

Unless your family members are authorized to work in the U.S., they are not eligible to apply for a Social Security Number. They can, however, apply for the Individual Taxpayers Identification Number (ITIN), issued by the Internal Revenue Service. The ITIN can be used in lieu of a Social Security Number for opening a bank account, applying for credit, filling out an application, registering for school, etc. An application for ITIN is made on IRS Form W-9. For more information, please see [www.irs.gov](http://www.irs.gov).

### DIRECTIONS TO SOCIAL SECURITY ADMINISTRATION

#### Philadelphia Downtown Office

ADDRESS: Social Security Administration Philadelphia Downtown Office  
2 Penn Center Suite 2000 A  
1500 JFK Boulevard  
Philadelphia, PA 19102

DIRECTIONS: Take the Paoli/Bryn Mawr Local Train (R5) to Suburban Station Stop: Use stairs or elevator to Concourse; follow signs for subway and trolley lines to glassed-in courtyard at 16<sup>th</sup> Street. Take stairs or elevator to street level. Facing City Hall, 2 Penn Center in on the left.

*OR*

ADDRESS: Social Security Administration Montgomery County Office  
1700 Markley Street First Floor  
Norristown, PA 19401

DIRECTIONS: Go to Bryn Mawr Station. Take the 100 Septa High Speed Line to Norristown Transportation Center. Take Bus - 96 from Norristown TC towards Lansdale. Exit at Roberts and Pine Streets. Walk northeast on Pine St toward W. Roberts St. Turn left at W Roberts St. Turn right at Markley Street to 1700 Markley St.

PHONE: (800) 772-1213

HOURS: Monday – Friday 9 AM – 3:30 PM (Except [Federal Holidays](#))

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#### DOCUMENTS:

Social Security Number Application (available in OIP)  
Employment Offer letter (contact OIP)  
Passport  
I-94 Card  
I-20 or DS 2019

*As you enter the Social Security Administration Office, take a number and wait to be called.*

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