

West Chester University Center for International Programs

INTERNATIONAL STUDENTS

Social Security Number Request

In order to apply for a Social Security Number you will need to:

- Secure employment
- Wait at least two weeks from the date on your I-94 card to apply and after the first week of classes if you are a new international student
- Obtain the Employment Verification Letter from the Center for International Programs
- Have your employer complete Section 1 of the Employment Verification Letter
- Come to the CIP during scheduled hours with Section 1 of your Employment Verification Letter completed. Once you have done so, the CIP will complete the form by signing Section 2.

The Social Security Administration requires the following items in order to apply for a Social Security Number:

- Passport
- Form I-94 (small white card in passport)
- Form I-20 or DS-2019
- Complete Employment Verification Letter
- Complete Form SS5, which is available at the Social Security Administration or can be downloaded at <http://www.ssa.gov/online/ss-5.pdf>

Identity Theft and Your Social Security Number

Be careful with your Social Security card and number. Show your card to your employer when you start a job so your records are correct. Provide your Social Security number to your financial institution(s) for tax reporting purposes. Keep your card and any other document that shows your Social Security number on it in a safe place. DO NOT routinely carry your card or other documents that display your number. For more information visit <http://www.socialsecurity.gov/pubs/10064.html>



Center for International Programs

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