



SOCIAL SECURITY NUMBERS

In order to receive a Social Security Number, you need to have an offer of employment either on-campus or off-campus. For on-campus employment at NJIT, a letter will be issued using the Student Employment Management System and signed by **both** Student Employment and the Office of International Students and Faculty.

Take this letter to the Social Security Administration (SSA) in Newark, along with your passport, Form I-94, and Form I-20. If you do not have a Social Security Number and you have been granted OPT, you do not need the above-mentioned employment letter; all you need to bring to SSA is your EAD card, your OPT I-20, your passport and Form I-94. The SSA will issue the Social Security Number and Social Security card once your status as an F-1 student has been verified.

It may take approximately two (2) to sixteen (16) weeks to receive your card in the mail. When you apply, you will receive a receipt from the Social Security Office. You should take this receipt, keep a copy for yourself, and present it to the Student Employment Office.

You should be aware that a Social Security Number does NOT authorize you to accept employment off-campus. Permission to accept off-campus employment can only be granted by the Office of International Students and Faculty in accordance with regulations of the United States Citizenship and Immigration Services.

The Social Security Office can be found at the following location:

**970 Broad Street
Newark**

Directions: Walk past the Rutgers field to University Avenue. Turn right. Walk to the traffic light (Raymond Blvd.) and turn left. Walk three blocks to Broad Street and turn right. 970 is on the left approximately 600 yards.

SHOULD YOU ENCOUNTER A PROBLEM AT THE SOCIAL SECURITY OFFICE OR IF THEY SAY YOU ARE NOT ELIGIBLE FOR A SOCIAL SECURITY CARD, PLEASE GO TO THE SECURITY DESK AND ASK TO SPEAK TO THE MANAGER.