

OBTAINING A SOCIAL SECURITY NUMBER

You are ELIGIBLE to apply for an SSN if:

- You are on Rutgers's visa sponsorship* **AND**
- You've been in the U.S. 10 days or more **AND**
- You have F-1 or J-1 status **AND** you have been offered on-campus employment or a fellowship

*If not on Rutgers's visa sponsorship speak with your International Student Advisor.

SEE INSTRUCTIONS BELOW ON HOW TO APPLY FOR A SOCIAL SECURITY NUMBER (SSN)

You are NOT ELIGIBLE for an SSN if:

- You have F-1 or J-1 status but have NOT been offered on-campus employment or a fellowship.
- It is possible that some international students may need an Individual Taxpayer Identification Number (ITIN) for themselves or their dependents. When filing annual tax returns, students can use the Glacier Tax Prep software to help them apply for an ITIN.

To obtain a Social Security Number, go to:

Social Security Administration
550 Jersey Avenue, Suite 200
New Brunswick, NJ 08901
Office hours: 9:00 a.m. – 4:00 p.m. weekdays
(Close at noon on Wednesdays)

Take ALL of the following with you:

- Passport
- I-20 or DS-2019

Additional documents required:

- For F-1 and J-1 Students on Rutgers visa sponsorship and who have a job or fellowship: "On-Campus Job Confirmation Letter" completed by the on-campus employer with original signatures from both the employing unit and a Center staff member. **OR** Your on-campus job offer letter (e.g. fellowship/assistantship letter)
- J-1 Students on non-Rutgers visa sponsorship:
 - (1) "On-Campus Job Confirmation Letter" completed by the on-campus employer with original signatures from both the employing unit and a Center staff member **OR** On-campus job offer letter.
 - (2) Letter from sponsoring agency authorizing on-campus work

Note: no additional documents required for J-1s who are not in the "student" category (see item #4 on your DS-2019)

Request a letter from the Social Security Office acknowledging you have applied for the SSN

at the time you apply for an SSN. This letter **must** be presented to your on-campus employer along with the International Payroll Form in order for you to be placed on the University Payroll.

To reach the Social Security Administration office:

By Shuttle Bus:

M4 Brunswick Jersey Avenue Shuttle departs from the Somerset Street & George Street bus stop in New Brunswick. Get off the shuttle at the One-Stop Center bus stop. Enter the 550 Jersey Avenue office complex and walk through the complex to locate Suite 200. For the shuttle bus information, visit <http://co.middlesex.nj.us/awts/communityshuttle.asp> or call 1-800-221-3520.

By Train:

From the NJ Transit New Brunswick Train Station (corner of Rte. 27 and Easton Ave) take the *North East Corridor Train (Direction: Trenton)*.

Get off the train at the Jersey Ave train station. Walk straight through the train station parking lot to Jersey Ave, turn right on Jersey Ave and the Social Security Office will be on the right.

By Car:

Take George Street to Livingston Avenue (at the Fountain), turn right on Livingston Avenue, turn right on Handy Street, turn left on Jersey Ave and the Social Security Office will be on the left.

**AS SOON AS YOU OBTAIN YOUR SSN:
Report your SSN to your employing department and
ask if the department will notify Payroll of your SSN, or whether you should do so yourself.**