SOCIAL SECURITY NUMBER PROCEDURES
Office of International Student Services
One South Avenue * Post Hall Room 203 * Garden City * New York * 11530
516.877.4990 * Fax: 516.877.3148 * internationalstudentservices@adelphi.edu * iss.adelphi.edu

In order to apply for a Social Security Number the student must possess one of the following:

**Evidence of an offer of On Campus Employment**
**Authorization to engage in Curricular Practical Training**
**An Employment Authorization Document (EAD)**

**On Campus Employment**
- Valid Passport
- Valid I-94 Document
- Current I-20 and All previously held I-20 forms
- Letter from International Student Services/DSO
- Evidence of Letter of Employment
  - Students Name
  - Number of hours per week
  - EIN # of Employer
  - Telephone Number of Supervisor
  - When Employment begins and ends
  - Original Signature
  - Title of Supervisor
  - Date
  - Must be on University letterhead

**Curricular Practical Training**
- Original SEVIS I-20 showing CPT authorization
- All previously held I-20 forms
- Valid Passport
- Valid I-94 Document
- Letter from Employer and Academic Adviser

**Optional Practical Training or Economic Hardship**
- A valid EAD issued by USCIS
- Current I-20 and All previous I-20’s
- Valid Passport
- Valid I-94 Document

You must apply for a social security number in the area that you live or receive mail:
SSA Office Hours are Monday to Friday 9:00 a.m. – 4:00 p.m.

**Long Island Social Security Administration**
211 Station Road 5th Floor
Located on Station Road between 3rd Ave. and Mineola Blvd
Parking is available on-site, parking entrance on 3rd Avenue.

**The Brooklyn Social Security Administration**
625 Fulton Street, Sixth Floor
Brooklyn, New York 11201

**The Queens Social Security Administration**
155-10 Jamaica Avenue, Second Floor
Jamaica, New York 11432

The Social Security Administration must confirm your status with the Department of Homeland Security (DHS), and it may take a few weeks before a social security number is issued to you. If the Social Security Administration is unable to confirm your status with DHS, they will refuse to issue a number. Sometimes it is simply a matter of time before the DHS updates their databases with your record. For this reason it is recommended that you wait 2 weeks after starting school before you apply for a social security number.