**Scranton Social Security Administration Office**

**Office Address :**

Oppenheim Bldg 1st Flr
409 Lackawanna Ave
Scranton, PA 18503

**Hours:** 9:00-3:30 pm

**Directions** :

Office is located in Oppenheim Building, across from the Steamtown Shopping Mall, in downtown Scranton.

### Original documents you need for application for a Social Security Number ( SSN )

**Immigration status**

If you are an F-1 or M-1 student, you must show your I-20, Certificate of Eligibility for Nonimmigrant Student Status. If you are a J-1 or J-2 exchange visitor, you must show your DS-2019, Certificate of Eligibility for Exchange Visitor Status.

**Work eligibility**

In general, only noncitizens who have permission to work from DHS can apply for a Social Security number. For most foreign workers, we only need to see an I-94, Arrival/Departure Record, showing a class of admission permitting work. Some foreign workers must show their work permits from DHS (I-766).

**Student:** If you are an F-1 student and eligible to work on campus, you must provide a letter from your International Student and Scholar Services staff that:

* Identifies you;
* Confirms your current school status; and
* Identifies your employer and the type of work you are, or will be, doing. \*

**( \*Note: If you do not have an employment offer, the International Student and Scholar Office will not be able to provide the letter to support your application for a SSN)**

The Social Security Office will also need to see evidence of that employment, such as a recent pay slip or a letter from your employer. Your supervisor must sign and date the letter. The letter must describe:

* Your job;
* Your employment start date;
* The number of hours you are, or will be, working; and
* Your supervisor's name and telephone number.

If you are an F-1 student authorized to work in curricular practical training (CPT), you must provide Form I-20 with the employment page (page 3) completed and signed by the International Student and Scholar Services staff.

If you are a J-1 student, student intern or international visitor, you must provide a letter from your sponsor. The letter should be on sponsor letterhead with an original signature that authorizes your employment.

**Age**

Bring your passport to show evidence of your age.

**Identity**

Social Security will ask to see a current DHS document. Acceptable documents include:

* Form I-551 (includes machine-readable immigrant visa) with unexpired foreign passport;
* I-94 with unexpired foreign passport; or
* I-766 work permit from DHS. ( if applicable )