

Welcome to the Fox Chase Cancer Center. As a visa holder, please be aware of the following:

OBTAINING A SOCIAL SECURITY CARD

It is very important to go to the Social Security Administration Office. It is located at 2 Penn Center, 20th Floor, Suite 2000B, 1500 JFK Blvd., Phila., Pa. 19102. The Social Security Administration is now taking approximately two weeks to issue a social security card. See attached for directions to the Social Security Office.

ADDRESS CHANGES FOR FOREIGN NATIONALS

All foreign nationals- primary visa holders, dependent visa holders and green card holders- residing in the United States, must formally notify INS of any changes to their home address. This is very important and must be done within 10 days of moving.

You can do this online or download form AR-11 from the INS website

<https://www.uscis.gov/ar-11>

TRAVEL REMINDER– VISA HOLDERS

If you are on a J1 visa and are planning to travel, please notify Human Resources in a timely fashion so we can do an employment letter. You will also need to have your DS2019 signed for travel. If your visa has expired in your passport you must go to the American Consulate in your home country and have it renewed. Please make sure you give yourself enough time to do so.

If you are on a H1 visa and have not had the H stamp put in your passport, please notify Human Resources in a timely fashion, for an employment letter to be done and a copy of your entire H1 package made. You must plan enough time when you travel to go to the American Consulate in your home country and have the stamp put in your passport.

You must be aware that all visa holders are now interviewed. If you are interviewed and it is decided that a security check will be done on you, you may be held up for 8 to 12 weeks until the clearance comes from Washington.

Please, if you are planning to travel, see Holly Molle (Room R252/extension 2946), so she may confirm your visa status, before you plan your trip.

DRIVERS LICENSE

Individuals who possess a valid foreign driver's license from their country are authorized to drive in Pennsylvania for up to one year from their date of entry into the United States, or upon expiration of their foreign license, whichever comes first. International driving permits are strongly recommended, but not required.

Several states, including PA, require that a nonimmigrant have at least six months remaining on your qualifying immigration document to be eligible for a license.

Renewing Your License after USCIS receives an H-1B, O-1, TN or E-3 Extension Petition:

- Email Nathalie Danier to pick up your original Receipt Notice or to request it by mail (you must provide an address and a phone for the UPS label).
- Visit <http://www.dot.state.pa.us/Public/DVSPubsForms/BDL/BDL%20Publications/pub%20195nc.pdf>
Print out page 7 which states you can use your Extension Petition Receipt notice from USCIS.
- Bring a copy of your current employment offer letter. You can also request an [Employment Verification Letter](#) from Human Resources

The Pennsylvania Department of Motor Vehicles no longer requires a verification letter from our office when you are applying for a Driver's License.

- [Obtaining a Driver's License or PA State ID](#)
- [Pennsylvania Department of Motor Vehicles](#)
- [SAVE](#)
- [Check your status in SAVE](#)

PAYROLL INFORMATION

If you should have any questions regarding your paycheck or tax information, you may contact our Payroll Department at (215) 707-1568 or (215) 707-2717.

HEALTH INSURANCE

You will be scheduled for a benefits "sign-in" when you arrive at Fox Chase Cancer Center. All necessary information and enrollment forms will be provided at that time. If you should have any further questions regarding your health insurance benefits, you may contact the Benefits Office, 215-707-2500 option 2.

Social Security Number

Your [social security number](#) (also known as a Tax ID Number) is a critical identification number required for setting up a bank account, getting utilities (e.g. electricity, phone) and establishing yourself here in the US. To get your social security card you MUST first meet with Donald Ross in Human Resources (215-728-5526, Donald.Ross@fcc.edu, office R249) to attain all the required paperwork. After meeting with Karen, go to the Social Security Office at 2 Penn Center, 20th Floor, Suite 2000B, Philadelphia, PA 19102. Be sure to take your passport, DS-2019 form, and proof of your home address when applying for the social security card. For further information, phone Donald Ross or the Social Security Administration at 1-800-772-1213.



Address: 2 PENN CTR STE 2000B
1500 JFK BLVD
PHILADELPHIA, PA 19102

Hours:

Monday	9:00 AM - 4:00 PM
Tuesday	9:00 AM - 4:00 PM
Wednesday	9:00 AM - 4:00 PM
Thursday	9:00 AM - 4:00 PM
Friday	9:00 AM - 4:00 PM
Saturday	Closed
Sunday	Closed

Directions from Fox Chase:

By Train: Take SEPTA's Fox Chase Regional Rail

Southbound to Suburban Station. Walk to 2 Penn Center on JFK Blvd between 15th and 16th streets. Building entrances are on JFK Blvd or from the plaza between Market and JFK Blvd.

