Process For Obtaining a PA Driver’s License/State ID Card

See the yellow handout, “Driver’s License and State ID Information for Non-US Citizens” or visit the PennDOT website: www.dmv.state.pa.us/ for more details.

Step 1
If new/returning to Carnegie Mellon, attend an OIE Orientation (Immigration Check In)

Step 2
Visit the Social Security Administration (SSA) to obtain a Social Security Number (SSN) or Letter of Denial

Step 3 (For License Only)
A. Obtain a PA Driver’s License Manual at OIE
B. Have a physician conduct a physical examination and complete Form DL-180 "Medical Qualification Certificate." (in manual)

Step 4
A. If you are a student, confirm that your residential address is correct in SIO
B. Request Driver’s License/State ID Verification Letter from OIE

Step 5
Submit all required documents and proofs of residency at a local PA Driver’s License Center to apply for your License or State ID

See reverse for a checklist and locations

Required Identification Documents

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-1</td>
<td>Passport + Visa + I-94 + I-20 + Social Security Card or SSN denial letter + OIE Verification Letter</td>
</tr>
<tr>
<td>F-2</td>
<td>Passport + Visa + I-94 + I-20 + SSN denial letter* + OIE Verification Letter</td>
</tr>
<tr>
<td>H-1B</td>
<td>Passport + Visa + I-94 + SSN Card + Employer Verification Letter</td>
</tr>
<tr>
<td>H-4</td>
<td>Passport + Visa + I-94 + SSN denial letter* + Employer Verification Letter</td>
</tr>
<tr>
<td>J-1</td>
<td>Passport + Visa + I-94 + DS-2019 + SSN Card + OIE Verification Letter</td>
</tr>
<tr>
<td>J-2</td>
<td>Passport + Visa + I-94 + DS-2019 + SSN Card or SSN denial letter + OIE Verification Letter</td>
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</tbody>
</table>

*Or SSN card if previously obtained

2 Proofs of Residency

For Students and Scholars Living Off Campus
- Current Utility Bill (gas, electric, telephone etc.). Note: cellular/mobile bills are not acceptable.
- Lease Agreement
- Bank Statement
- Tax records/W-2 form
- Mortgage Documents (if you own a home)

For Undergraduates Living On Campus
- Letter Verifying On Campus Residency (request at Housing in Morewood Gardens)
- No additional information necessary

NOTE: If you reside with someone, and have no bills in your name, you will still need to provide two proofs of residency. One proof is to bring the person with whom you reside along with their Driver’s License or Photo ID to the Driver License Center. You will also need to provide a second proof of residency such as official mail (bank statement, tax notice, magazine etc.) that has your name and address on it. The address must match that of the person with whom you reside.
PA Driver’s License/State ID Application Checklist

☐ I have attended an OIE Orientation/Immigration Check-In

☐ Students: My residential address is correct in Student Information Online (SIO)

☐ Scholars (J-1/H-1B): OIE has record of my current residential address

☐ I have a Driver’s License/State ID Verification Letter from OIE

☐ I have a Social Security Number or Letter of Denial from SSA

☐ DRIVER’S LICENSE APPLICANTS ONLY: I have a copy of the PA Driver’s License Manual, and my completed Form DL-180 “Non-Commercial Learner’s Permit Application.”

☐ I have all of my required identification documents, 2 proofs of residency and a check or money order made payable to PennDOT for the appropriate fee (see PennDOT website).

If you have checked all of the above, please take your documents to a local Driver’s License Center below to apply for your Pennsylvania Driver’s License or State ID.

<table>
<thead>
<tr>
<th>State Office DL Center</th>
<th>Penn Hills DL Center</th>
<th>Allison Park DL Center</th>
<th>Bridgeville DL Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>708 Smithfield St.</td>
<td>Penn Hills Shopping Ctr.</td>
<td>Duncan Manor Shopping Ctr.</td>
<td>1025 Washington Pike</td>
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<tr>
<td>Pittsburgh, PA 15222</td>
<td>11624 Kelekit Drive</td>
<td>1701 Duncan Avenue</td>
<td>Bridgeville, PA 15120</td>
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<tr>
<td>Phone: (412) 565-7781</td>
<td>Pittsburgh, PA 15235</td>
<td>Allison Park, PA 15101</td>
<td>Phone: (412) 220-0273</td>
</tr>
<tr>
<td></td>
<td>Phone: (412) 371-1960</td>
<td>Phone: (412) 366-3502</td>
<td>Updated 10/2011</td>
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