

## Applying for a Social Security Number

A social security number is a unique identification number assigned by the United States federal government to monitor and tax wages earned by employees in the U.S. **It does not grant employment authorization**, but it is required for all individuals employed in the United States. It is **not required** to obtain a driver's license, nor should it be required to open a bank account, rent a car, purchase a cell phone, or file some federal tax forms.

### Eligibility

F-1 Students are eligible to obtain a social security number if:

- they are in valid F-1 status and have been offered an on-campus job
- they have been authorized for off-campus employment, either Curricular Practical Training (CPT) or Optional Practical Training (OPT)

J-1 Students are eligible to obtain a social security number if:

- they are in valid J-1 status

J-1 Visiting Scholars are eligible to obtain a social security number if:

- they have checked in with Slater International Center and are SEVIS active

**Any student or scholar who is eligible for a social security number must be physically present in the U.S. for at least 10 calendar days before applying for it, and new students must have completed the check-in process at the Slater International Center.**

### Procedures

#### F-1 Students who have an On-Campus Job Offer:

1. Complete the “**F-1 On-Campus Employment Form**,” (available online at [www.wellesley.edu/sisiss](http://www.wellesley.edu/sisiss) or at the Slater International Center) this form verifies your job offer and your valid immigration status. Have your hiring Supervisor complete and sign the top half of the form. **Please note that your employment start date must be at least 5 days into the future to allow adequate time for processing.** Bring the original “F-1 On-Campus Employment Form” to the Slater International Center along with your **passport, Form I-20, and Form I-94 during walk-in hours or by appointment.** Your International Student & Scholar will verify your status and sign the form.
2. Complete a Social Security (SS) Application Form (available online at <http://www.ssa.gov/ssnumber/ss5.htm> or at the Slater International Center); for **item # 5, select “legal alien allowed to work”**.
3. **Bring to SS Office:**
  - ☐ Completed “F-1 On-Campus Employment Form”
  - ☐ Completed SS Application
  - ☐ Form I-20
  - ☐ Form I-94
  - ☐ Passport

**Note: Students who have on-campus employment cannot apply for a social security number more than 30 days in advance of their employment start date.**



**F-1 Students who have Off-Campus Employment Authorization (i.e. OPT, CPT):**

1. Complete a Social Security (SS) Application Form. (available online at <http://www.ssa.gov/ssnumber/ss5.htm> or at the Slater International Center); for **item # 5**, select “legal alien allowed to work”.
2. Bring to SS Office:
  - ☐ Proof of your employment authorization (i.e. EAD, CPT employment authorization letter)
  - ☐ Completed SS Application
  - ☐ Form I-20
  - ☐ Form I-94
  - ☐ Passport

**Note:** Students who are on CPT cannot apply for a Social Security number more than 30 days in advance of the employment start date. Students who are on OPT cannot apply for a Social Security number until their employment start date.

**J-1 Students without on-campus employment on AT:**

1. Complete and submit a “J-1 Social Security Number Letter Request Form” (available at the Slater International Center). The letter will verify your valid immigration status and eligibility for a social security number. The letter will be prepared within two business days.
2. Complete a Social Security (SS) Application Form (available online at <http://www.ssa.gov/ssnumber/ss5.htm> or at the Slater International Center); for **item # 5**, select “legal alien allowed to work”.
3. Bring to SS Office:
  - ☐ Original J-1 Social Security Number Letter
  - ☐ Completed SS Application
  - ☐ Form DS-2019
  - ☐ Form I-94
  - ☐ Passport

**J-1 Students who have an on-campus job offer:**

1. Complete a “J-1 On-Campus Employment Form.” (available online at <http://www.ssa.gov/ssnumber/ss5.htm> or at the Slater International Center). This form verifies your job offer, your valid immigration status, and authorizes on-campus employment. Have your hiring Supervisor complete and sign the top half of the form. Please note that your employment start date must be **at least 5 days into the future** to allow adequate time for processing. Turn the original form into Slater along with a copy of your Form I-94. The form will be completed and signed within two business days.
2. Complete a Social Security (SS) Application Form (available online at <http://www.ssa.gov/ssnumber/ss5.htm> or at the Slater International Center); for **item # 5**, select “legal alien allowed to work”.
3. Bring to SS Office:
  - ☐ Completed “J-1 On-Campus Employment Form”
  - ☐ Completed SS Application
  - ☐ Form DS-2019
  - ☐ Form I-94
  - ☐ Passport

**Note:** Students who have on-campus employment cannot apply for a social security number more than 30 days in advance of the employment start date.

**J-1 Students who have Off-Campus Employment Authorization (i.e. Academic Training):**

1. Complete a Social Security (SS) Application Form (available online at <http://www.ssa.gov/ssnumber/ss5.htm> or at the Slater International Center); for **item # 5**, select “legal alien allowed to work”.
2. Bring to SS Office:
  - ☐ Academic Training authorization letter
  - ☐ Completed SS Application
  - ☐ Form DS-2019
  - ☐ Form I-94
  - ☐ Passport

**Social Security Offices-General Information**

Visit: <http://www.ssa.gov/> or Call: 800-772-1213

## **Nearby Social Security Offices**

**Framingham:** 100 Concord Street, Suite 2A  
Framingham, MA 01702  
Tel: 1-866-964-7589

**Directions:** Located on Route 126 near the intersection of Route 135, close to the Town Hall, and above “Alexander Tours”. Parking is available in the back on Franklin Street.

*Driving from Wellesley:* Take Route 135 West through downtown Natick. At the intersection of Route 135 and 126, turn right on Route 126 (also called Concord Street). After the railroad tracks, you will see the Social Security Office on your left.

*Commuter Rail:* Take the Commuter Rail from the Wellesley Square Station to the Framingham Station, which is one block down from Concord Street. When you go out of the station, take a left, cross the railroad tracks, and follow Concord Street until you find the Social Security Office.

**Newtonville:** 50 Prospect St 2nd Floor  
Waltham, MA 02453-8520

**Directions:** *Commuter Rail:* Take the Framingham/ Worcester Line inbound to Newtonville. Walk to the bus stop at the corner of Walnut St. and Washington St. Take bus 556 toward Highlands Waltham via Central Square. Continue on foot for about seven minutes. Turn left on Grant Street, cross Main Street and continue on Grant Street until Russell Street. Turn right at Russell Street and continue for about 0.2 miles. Turn left at Prospect Avenue and continue until you find the Social Security Office.

**Roxbury:** 10 Malcolm X Blvd  
Roxbury, MA 02119

**Directions:** *Commuter Rail:* Take the Commuter Rail inbound from the Wellesley Square Station to Back Bay Station. At Back Bay Station, take the Orange line toward Forest Hills. Get off at Ruggles Station. At Ruggles Station, take bus 45 toward Franklin Park via Blue Hill Ave. Get off at Malcolm X Blvd. and Shawmut Ave. Follow Malcolm X Boulevard for a short distance until you find the Social Security Office.

**Boston:** O’Neill Federal Building, Room 148  
10 Causeway St  
Boston, MA 02222

**Directions:** *Commuter Rail:* Take the Commuter Rail in-bound from the Wellesley Square Station to Back Bay Station. At Back Bay Station, take the Orange Line towards Oak Grove. Get off at North Station and continue on foot for about two minutes. Take a right on Causeway Street and continue until you find the Social Security Office located in the O’Neill Federal Building.

## **Receiving your Social Security Card**

The Social Security Administration may need some time to verify your current immigration status before they can issue you a social security card. In most cases, a card should be mailed to the address that you listed on your application form within 10-14 business days. For more information regarding social security numbers, please visit the Social Security Administration website [www.ssa.gov](http://www.ssa.gov) pages below:

International Students and Social Security Numbers:  
[www.ssa.gov/pubs/10181.html](http://www.ssa.gov/pubs/10181.html)

Foreign Workers and Social Security Numbers:  
[www.ssa.gov/pubs/10107.html](http://www.ssa.gov/pubs/10107.html)

Social Security Numbers for Noncitizens:  
[www.ssa.gov/pubs/10096.html](http://www.ssa.gov/pubs/10096.html)

Application for a Social Security Card:  
[www.ssa.gov/online/ss-5.html](http://www.ssa.gov/online/ss-5.html)