SOCIAL SECURITY NUMBERS

Obtaining a Social Security Number

A Social Security card provides an individual with 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.** A Social Security number is required for all individuals who are 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 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 the 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 a Social Security number, and new students must have completed the check-in process at Slater International Center to have their SEVIS record activated.

Procedures

F-1 Students who have an On-Campus Job Offer:
1. Complete the **F-1 On-Campus Employment Form,** *available at the Slater International Center.* The 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. Turn the original form into Slater International Center along with a copy of your Form I-94. The form will be completed and signed within two business days.
2. Update your current address
3. Complete a Social Security (SS) Application Form *(available at Slater International Center. For item #3, select "legal alien allowed to work").*
4. 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 the employment start date.

F-1 Students who have Off-Campus Employment Authorization (i.e. OPT, CPT):
1. Update your current address
2. Complete a Social Security (SS) Application Form

3. 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 the employment start date.

J-1 Students without on-campus employment or Academic Training:

1. Complete and submit a "**J-1 Social Security Number Eligibility Letter**" *Available in 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. Update your current address.
3. Complete a Social Security (SS) Application Form A*vailable in Slater International Center; for item #3, select "legal alien allowed to work").*
4. Bring to SS Office:

  Original "J-1 Social Security Number Eligibility 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 in 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 the Slater International Center along with a copy of your form I-94. The form will be completed and signed within two business days.
2. Update your current address.
3. Complete a Social Security (SS) Application Form. *Available in Slater International Center; for item #3, select "legal alien allowed to work."*
4. 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 <u>cannot apply</u> for a Social Security number <u>more than 30 days</u> in advance of the employment start date.

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

1. Update your current address.
2. Complete a Social Security (SS) Application Form. *Available in Slater International Center; for item #3, select "legal alien allowed to work."*
3. Bring to SS Office:

  Original Academic Training Authorization letter

  Completed SS Application

Form DS-2019
Form I-94
Passport

Social Security Offices-General Information and Inquiries
Visit http://www.ssa.gov/   INQUIRIES: 800-772-1213

Nearby Social Security Offices

Framingham: 100 Concord Street, Suite 2A
                               Framingham, MA 01702
                               Tel: 508-620-7561

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 #2
                               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: Room 148
                               10 Causeway St
                               Boston, MA 02222

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 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 Number

The Social Security Administration may need some time to verify your current immigration status before they can issue a social security card. In most cases, a card should be mailed to the address that you listed on your application form within 14 business days.

For more information regarding Social Security numbers please visit the Social Security Administration website http://www.ssa.gov pages below:

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

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

Social Security Numbers for Noncitizens: http://www.ssa.gov/pubs/10096.html

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