

## **SOCIAL SECURITY NUMBER APPLICATION PACKET FOR INTERNATIONAL STUDENTS**

A Social Security number is an identification number issued by the US government. International students are only eligible for this number if they have received an authorized offer of employment. Authorized employment includes on-campus, non-work-study jobs as well as Curricular and Optional Practical Training. To apply for a Social Security Card, please follow the steps below:

- 1) After you have received an offer of employment, ask your supervisor to complete the attached letter. The bottom of the letter is to be filled out by your International Advisor.
- 2) Bring the completed letter back to your International Advisor along with this packet.
- 3) Complete the Social Security Application attached. For question 5 please mark Legal Alien Allowed to Work
- 4) Take the following items to the nearest Social Security Office\*:
  - ✓ Employer Letter with DSO signature (attached)
  - ✓ Completed Social Security Application (attached)
  - ✓ Passport
  - ✓ I-94 arrival/departure record found at <https://i94.cbp.dhs.gov/I94>
  - ✓ Most recent I-20 Form
- 5) You must be in status in the US for at least 10 days prior to applying for a Social Security Card.
- 6) Be timely in your application! You must apply for your Social Security Card within 30 days of getting your on-campus job.

Your social security card will be mailed to you within 2-3 weeks of your application submission.

Complete instructions are available at the Social Security office, or online at [www.socialsecurity.gov/online/ss-5.pdf](http://www.socialsecurity.gov/online/ss-5.pdf).

\*The main Social Security Office is located at 10 Causeway Street in Boston across the street from North Station. Office hours are:

Monday, Tuesday, Thursday, and Friday from 9am-4pm  
Wednesday from 9am-12pm

Other area locations include Dorchester, Malden, Norwood, Quincy, Roslindale, Roxbury, Somerville and Waltham. For a complete listing, visit [www.ssa.gov/boston](http://www.ssa.gov/boston).

**THIS FORM SHOULD BE COMPLETED BY YOUR ON-CAMPUS EMPLOYER AND  
INTERNATIONAL STUDENT ADVISOR/DSO**

---

To Whom It May Concern:

This is evidence of on-campus employment for: \_\_\_\_\_  
Student Name

**Student's Job Title:** \_\_\_\_\_

Start Date: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Employer Contact Information:

\_\_\_\_\_  
Supervisor's Name (printed)

\_\_\_\_\_  
Supervisor's Telephone Number

\_\_\_\_\_  
Supervisor's Title

**Employer Identification No: 23-7225104**

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Below to be filled out by International Student Advisor/DSO:**

The above mentioned student is registered as a full-time student attending New England Conservatory on the F-1 visa. This student has been working or has been offered on-campus employment and is authorized to work up to 20 hours per week during the school semester and up to 40 hours per week on school holidays/breaks.

\_\_\_\_\_  
Designated School Official – Original Signature

/ /  
Date

\_\_\_\_\_  
DSO Printed Name