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International Student & Scholar Institute

January 01, 2009

ISSI Form 111: Applying for a Social Security Card for Students in F and J Status

International Student & Scholar Institute, Northeastern University

Recommended Citation

International Student & Scholar Institute, Northeastern University, "ISSI Form 111: Applying for a Social Security Card for Students in F and J Status" (2009). *ISSI Forms.* Paper 3.

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I S S I

Many Cultures. One Northeastern.

ISSI Form 111

Applying for a Social Security Number for Students in F and J Status

Before You Apply for a Social Security Number:

- You must be in possession of a valid, unexpired passport and valid Form I-20 or Form DS-2019.
- You must have completed the ***"Immigration Clearance"*** process at ISSI. After clearance, your SEVIS record will be activated.
- You must possess a non-immigrant status such as F-1 student or J-1 student for which part- or full-time employment (on- or off-campus) may be authorized. F-2 and H-4 visa holders *are not* eligible to apply for employment. However, J-2 dependents (spouse and/or children under 21 years of age) may apply for employment authorization through the U.S. Citizenship and Immigration Services (USCIS). Contact the ISSI for further information.
- F-1 & J-1 students must have both ***evidence of employment eligibility*** and ***evidence of employment*** which can be in the form of a job offer. To satisfy these requirements, you must complete the ***On-Campus Employment Confirmation Form (ISSI Form 125)***, available at the ISSI.
- J-1 sponsored students who are not under Northeastern University's J-1 Exchange Visitor Program sponsorship must seek permission to work from their Program sponsor. Such permission must take the form of a letter on original letterhead stationery with an original signature (i.e. no e-mail). The J-1 sponsored student should then make an appointment with an ISSI advisor and present the letter of permission.

Application for a Social Security Number for Co-op Employment:

Students who participate in co-op or who have a required work component in their degree program (Curricular Practical Training or Academic Training) must obtain the appropriate employment authorization from the ISSI Co-op Specialist prior to the beginning of their co-op employment. The endorsement for employment authorization indicated on Page 3 of the I-20 or page 1 of the DS-2019, together with the *International Student Eligibility for Cooperative Education Employment Letter,* serves as work authorization and evidence of employment. These documents along with other required documentation should be submitted to the Social Security Administration as soon as possible after employment is authorized.

While waiting for their Social Security Numbers, students may begin working and may be paid if they submit to their employer a receipt from the Social Security Administration office showing the date that they applied for a Social Security Number. ***Further regulations governing employers whose employees are awaiting Social Security Numbers are available online at the Social Security Administration web site http://www.ssa.gov/employer/hiring.htm***

Special Restrictions

- No student may work more than 20 hours per week on campus, except during scheduled University vacation periods. To do so is a very serious violation of lawful student status.
- Students working on co-op or on Pre-completion Optional Practical Training may not simultaneously work part-time on campus.
- Students with Stipended Graduate Assistantships (20 hours/week) may not work any other job.
- Students in the English Language Center and Global Pathways programs must finish one academic term prior to requesting permission to work. They also must submit to ISSI a letter from their program director recommending employment.
- Students who are not eligible for a Social Security number may be able to obtain an Individual Taxpayer Identification Number (ITIN) from the U.S. Internal Revenue Service (for tax purposes only).

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Northeastern University

Procedures and Required Documentation for the Social Security Number Application

It is recommended that students wait for 10 days after their initial arrival in the U.S. before going to the Social Security Administration Office to apply for a Social Security number.

A partial list of Social Security Offices in the region can be found on page 3 of this handout. For more information and a complete list of offices, refer to the Social Security Administration web site: http://www.ssa.gov

At the Social Security Administration office, you will have a brief interview and be given a one-page application form. No fee is charged. Processing of Social Security numbers for non-immigrants may take from 2 to 4 weeks. ***Be sure to ask for a receipt for your Social Security Number application.*** Bring the receipt to the ISSI in order to complete the required Form I-9 and have it available to show to your prospective employer.

Documents to Present at the Social Security Administration:

- Valid Form I-20 (if F-1 status) ***or*** Form DS-2019 (if J-1 status)
- Unexpired passport
- I-94 card

And one of the following:

- On-campus Employment Confirmation Form (ISSI 125) ***or***
- Evidence of On-Campus Engagement (ISSI 618) ***or***
- Co-op Eligibility Letter issued by ISSI and new I-20 ***or***
- Employment Authorization Card I-766 (issued for OPT) ***or***
- Authorization letter from Program Sponsor (J-1 students only)

The Form I-9

Employees working part-time for Northeastern University must complete Form I-9 on the first day of employment. This includes student employees authorized to do co-op full-time on the Northeastern campus. A Social Security number (or a written receipt from Social Security) showing the date of application for the number is a pre-requisite. Come to the ISSI with evidence of your employment eligibility, identity, and the Social Security number/receipt.

Northeastern University is an E-verify employer. This obliges all new employees to present a Social Security number and a completed I-9 in order to verify employment authorization. If the employee has no Social Security number at the time of hire, he/she must inform ISSI at once when the number is assigned. The hiring process is not complete until E-verify confirms work authorization.

Social Security Administration Office Hours and Locations:

All offices are open from Monday through Friday, from 9:00 a.m. to 4:00 p.m. Some offices open early so that you can begin to wait in line. The telephone number for all Social Security Offices is 1-800-772-1213. Consult the Social Security Administration web site, http://www.ssa.gov/boston/MA.htm, for a complete listing of offices in Massachusetts:

BOSTON *Thomas P. O'Neill, Jr. Federal Building, Room 148,*
10 Causeway Street, Boston, MA 02222-1098

From Northeastern, take the Green Line or Orange Line inbound and get off at "North Station." The Social Security Administration office is located a block from the station.

CAMBRIDGE/ SOMERVILLE *Marks Building, Davis Square*
240 Elm Street, Somerville, MA 02144

Take Red Line outbound to "Alewife." Get off at "Davis Square." Walk one block on Elm Street. The office is on the right, after the 'Dunkin' Donuts' shop.

DORCHESTER *115 Freeport Street*
Dorchester, MA 02122

From Northeastern, take the Green "Arborway" E Line to "Park Street" station and change to the Red Line that goes in the direction of "Ashmont" and get off at "Fields Corner." Take Bus #28. Let the bus driver know you want to get off at the stop near Freeport Street. When you get off, walk two blocks east and you will find the office near Dorchester and Kimbell.

MALDEN *Malden Government Center*
200 Pleasant Street, Room 215, Malden, MA 02148

From Northeastern, take the Green Line to "North Station," and change to the Orange Line that goes in the direction of "Oak Grove," and get off at the "Malden" stop and walk one block from the station.

QUINCY *1250 Hancock Street, Suite 210N*
Quincy, MA 02169

From Northeastern, take the Green Line to "Park Street" and get off and change to the Red Line train that goes to "Braintree." Get off at "North Quincy" station and take Bus #210 and ask the driver to let you off near 1250 Hancock Street.

ROSLINDALE *4200 Washington Street*
Roslindale, MA 02131

From Northeastern, take either the Orange Line outbound train from "Ruggles" Station or Bus #39 across from the Arborway Northeastern 'T" stop on Huntington Avenue to the end of the line and get off at "Forest Hills" station. Then take any one of the following buses to "Roslindale Square": #34, 34E, 35, 36, 37, 40, or 50. The office is within walking distance from "Roslindale Square" on Washington Street.

ROXBURY *10 Malcolm X Boulevard*
Roxbury, MA 02119

From Northeastern, walk or take Bus #39 to the "Brigham Circle" stop and from there, take Bus #66 to "Malcolm X" Boulevard.

When Social Security Offices are closed:

Social Security Administration Offices are generally closed on U.S. federal holidays including the following:

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Christmas Day