

U.S. Social Security Number (SSN)



In order to be eligible for an SSN, you will need to present evidence of work authorization to an official at a local Social Security Administration (SSA) office. The evidence you submit will depend upon your visa status.

Documents Required for SSN Application: The chart below outlines which original documents are required to apply for an SSN according to your U.S. visa status.

Visa Status	Passport	Form I-20	Form DS-2019	Form DS-7002	Form I-797	On-Campus Employer Letter	HIO Authorization Letter	Employment Authorization Card
F-1 Students with on-campus employment	✓	✓				✓	✓	
F-1 Students on CPT	✓	✓						
F-1 Students on OPT	✓	✓						✓
J-1 Students ⚠	✓		✓				✓	
J-1 Student Interns	✓		✓	✓			✓	
J-1 Scholars ⚠	✓		✓					
H-1B Scholars	✓				✓			
O-1 Scholars	✓				✓			
J-2 Dependents	✓		✓ Take the J-1 DS-2019 and J-2 DS-2019					✓

⚠ If your J-1 visa is not sponsored by Harvard, please contact your J program sponsor for instructions.

When to Apply



F-1 Students with on-campus employment: You may apply up to 30 days prior to the on-campus employment start date.

F-1 Students on CPT: You may apply up to 30 days prior to the start date of the CPT authorization listed on your Form I-20.

F-1 Students on OPT: Apply on or after the start date of the Employment Authorization Document (EAD Card).

J-1 Students, J-1 Scholars, and J-1 Student Interns: Apply 10 days after you have registered with the HIO. You must apply on or after the start date of your Form DS-2019.

H-1B Scholars and O-1 Scholars: You must apply on or after the start date of your Form I-797.

J-2 Dependents: Apply on or after the start date of the Employment Authorization Document (EAD Card). You are not eligible for an SSN unless you have an EAD Card.

It is **not** possible to apply for an SSN online.

Where to Apply

Social Security Administration Offices



Cambridge Location

10 Fawcett Street, 1st Floor, Cambridge, MA 02138

Directions: From Harvard Square T Station, take the #78 or #74 bus to Fawcett Street.

Boston Location

Thomas P. O'Neill Building, Room 148,
10 Causeway Street, Boston, MA 02222.

Directions: Take the Green or Orange Line to North Station.

Hours of Operation

Mon., Tues., Thur., & Fri.: 9AM - 4PM

Wed.: 9AM - 12PM

Hours of operation are subject to change; visit www.ssa.gov to confirm.

After you Apply



- After completing the application requirements, you will receive your SSN card in the mail, to the mailing address you provide on your SSN application. **The process usually takes 4-8 weeks.**
- If your employer is Harvard, between the time you apply for an SSN and when you get the SSN card in the mail, you may be issued a placeholder number for internal payroll use only. **This is not an SSN and cannot be used in place of an SSN.** Once you receive it, you must report your actual SSN to your on-campus employer or Harvard department.

Important SSN Reminders

- **Keep your SSN card and number private and secure. Never email your SSN.** See attached information regarding the SSN and telephone scams.
- If you lose your SSN card and need to apply for a replacement, you must prove your eligibility for employment again when you apply for the replacement card.
- If you receive an SSN and you already have an Individual Tax Identification Number (ITIN), it is your responsibility to notify the IRS so they can combine all of your tax records under one identification number. For more information visit www.irs.gov/individuals/additional-itin-information.
- If you have questions regarding an SSN, visit www.ssa.gov or call the SSA at 1-800-772-1213.

