

SOCIAL SECURITY APPLICATION PROCESS
For International Students
Updated for Fall 2021

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. Once you have received an offer of employment, complete the attached NEC employer letter, signed by your DSO/International Advisor
2. Complete the Social Security application (type or print clearly)
 - For question 5 please mark “Legal Alien Allowed to Work”
 - Be sure you provide a valid US phone number on the application! A representative from the Social Security office will be contacting you via phone to schedule your application appointment.
3. Obtain photocopies of your supporting documents:
 - Passport photo page
 - F-1 visa
 - I-94 arrival/departure record found at <https://i94.cbp.dhs.gov/I94>
 - Most recent I-20 form
4. Meet with your International Advisor for your Social Security Application meeting
5. Mail your employer letter, Social Security application, and **copies** of supporting documents to **U.S. Social Security Field Office, 10 Causeway Street, Boston MA 02222.**
6. A Representative from the Social Security office will contact you at the phone number on your application to schedule an in-person appointment.
 - a. When you attend your appointment you must bring these ORIGINAL documents:
 - Passport
 - F-1 visa
 - I-94 arrival/departure record found at <https://i94.cbp.dhs.gov/I94>
 - Most recent I-20 form

PLEASE NOTE:

- You must be in status in the US for at least 10 days prior to applying for a Social Security Card.
 - 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 appointment.
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**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

Date

DSO Printed Name