



How to Apply for a Social Security Number

- The student should bring the following directly to the local SSA office (location provided below in bold type):
 - SS-5 application for SSN (<https://www.ssa.gov/forms/>)
 - First page of I-20
 - I-94
 - Passport
 - Employment/offer letter supplied by the Clark department that is signed by both the student **and** hiring manager
 - Letter from Clark stating they are a Clark student. To request the letter from the ISSO, submit a Letter Request Form on the ISSO Portal (<https://isso.clarku.edu/>). Students can find the request in the Control Center of their ISSO Portal Profile. **NOTE:** See below, “When to apply for the SSN.”
- After the appointment is completed, the student will be given a receipt of their application. The student should be prepared to upload this receipt to the Office of Student Employment as part of their onboarding process.
- It can take 7-10 days to get their Social Security card.
- The local SSA office is: **Social Security Administration, 51 Myrtle Street, Worcester, MA 01608, telephone: 866-331-9069**
For additional offices, visit: <https://www.ssa.gov/locator/>
- When the student receives their SSN, they will submit it in one of two ways:
 - Uploading a picture of the card to the secure link provided by the Office of Student Employment **OR**
 - Going to the Office of Student Employment (third floor of ASEC) and speaking to a member of the Office of Student Employment staff.

When to apply for the SSN:

F-1 Students

- Students in F-1 status need a continued attendance I-20 before they can apply for a Social Security Number.
- You will receive your Continued Attendance I-20 after your submitted Immigration Check-In (via the ISSO Portal) is processed. Students can the Immigration Check-In Form in the Control Center of their ISSO Portal Profile.
- If you are a new student, you must wait seven to 10 days after you receive your updated Continued Attendance I-20 before applying for your Social Security Number to allow for your immigration information to be updated in government databases.

J-1 Students or Scholars

- Students and scholars in J-1 status must also submit their Immigration Check-In (via the ISSO Portal) and receive an updated DS-2019 prior to applying for a Social Security Number.
- New students and scholars must wait seven to 10 days before applying.

Policy for Students Working Without an SSN:

Students can work and be paid for up to 30 days prior to receiving their SSN. Students with a missing SSN will be contacted by the Office of Student Employment to check on the status of their application and to offer assistance with the process if needed. Please note that after 30 days, if the SSN has not been provided, the student must contact the Office of Student Employment immediately; and will receive the following guidance:

- The student may be directed to suspend working immediately, with an inability to re-start working until the SSN comes in, or
- In exceptional circumstances beyond the control of the student, they may be granted additional time to procure the SSN while continuing to be allowed to work.
 - Note that, in this circumstance, students working beyond 30 days without a SSN will be working without the treaty benefits that would reduce or remove taxes – meaning that Clark will have to charge against their paychecks the maximum withholdings allowable.