

Instructions

When you go to an SSN session please take the following documents (**both the original and one set of photocopies**).

To expedite the application process please complete an Application for a Social Security Card (SS-5) prior going to a session. This application is available at www.SocialSecurity.gov. You may also complete the Application at the session.

F-1 Students must have the original and photocopies of:

- Your Passport (copy of only photo page)
- Your Form I-20
- F-1 visa page with red entry stamp
- A job offer letter from your on-campus employer (see the HIO web site for format of letter)
- A letter from the HIO (this will be provided on site by the HIO)

J-1 Students must have the original and photocopies of:

- Your Passport (copy of only photo page)
- Your Form DS-2019
- J-1 visa page with red entry stamp
- A letter from your J-1 Program sponsor authorizing you to work (this will be provided on site by the HIO if your J-1 is sponsored by Harvard)

J-1 Scholars must have the original and photocopies of:

- Your Passport (copy of only photo page)
- J-1 visa page with red entry stamp
- Your Form DS-2019

All documents must be submitted at the time of the session. If you do not have all the necessary documents, you will be asked to return to a Social Security Office with all of the needed materials.

Please note that Social Security Administration cannot release the status of SSN applications over the phone. If you would like to follow-up on the status of your application, you must go in person to the office. It is advisable that you bring the documents as listed above with you.

Your SSN card will be mailed to you in approximately 4-6 weeks. To ensure that you receive your SSN card, please provide an address where you can receive mail and place your name on the mailbox until the card is received. You are eligible to start working for Harvard University while your SSN application is pending.