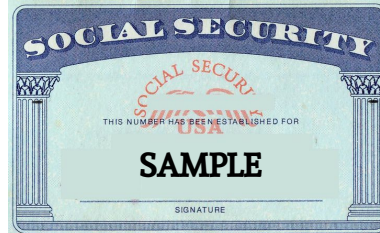


U.S. Social Security Number (SSN)



In order to be eligible for an SSN, you will need to submit evidence of work authorization to a local Social Security Administration (SSA) office. The evidence you provide will depend upon your visa status. Please see details below about how to submit documents to the SSA office.

Documents Required for SSN Application: The chart below outlines which 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.

How to Apply



The Cambridge Social Security Office is closed for walk-in services due to COVID-19. Follow the steps below to apply for an SSN:

- Fax a completed [SSN S-5 application form](#) and photocopies of all the required documents based on your visa status (see chart above), to the Cambridge Social Security Office. **Fax Number: 833-515-0461.**
 - If you do not have access to a fax, you may also mail your completed [SSN S-5 application form](#) and photocopies of your required documents (see chart above), to the Cambridge Social Security Office: 10 Fawcett Street, 1st Floor, Cambridge, MA 02138.
 - Do not mail your passport or original documents to the SSN Office.**
- After receiving your application documents, the Cambridge Social Security Office will contact you directly to schedule an in-person appointment.
- Attend in-person appointment.

After you Apply



- 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 your SSN, you must report the number to your on-campus employer or Harvard department.

Important SSN Reminders

- Please note that it is **NOT** possible to apply for a SSN online or via an agency. You must have a personal interview with a SSA representative in a local Social Security office. Please be aware that there are no application fees for an SSN.
- 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.