



## Social Security Card Application Process For Student/Scholars Working at BSU

All students and scholars who will be employed on campus need to apply for a Social Security Card in order to be paid, and also for the purposes of filing taxes at the end of the year. The Social Security number is used by the U.S. government to identify wage earners for tax purposes. Therefore, you must be a wage earner in order to be approved for a Social Security number. If you will be receiving any kind of payment or financial compensation from BSU or any other institution, please consult with an advisor from ISSS first so that we can ensure and support your compliance with federal regulations. Unauthorized payment/employment may result in the termination of your SEVIS record. SSNs are not required and will not be issued for the following: drivers license, cell phone, rent/lease application, etc. Please contact ISSS if you have any questions.

### How to apply for a social security card

- You must have a job on campus.
- Print the **Verification of International Student On-Campus Employment for Social Security Administration** form below. (Sodexo employees will need to print the [Verification of On-Campus Employment \(SODEXO\)- Application for Social Security Number form](#))
- Take this form to your supervisor, who needs to fill it out in **BLUE** ink.
- Once filled out by your supervisor, bring the form to ISSS, Minnock Institute for Global Engagement, Rm 101.  
**IMPORTANT!: Only a BSU P/DSO or A/RO is authorized to verify your request for a SSN.**
- An international advisor will review your form and contact you within 2-5 business days.
- Once approved you can take the form, as well as your immigration documents (passport, I-20/DS-2019, I-94 and visa) to any Social Security office (see below for the closest offices to BSU).
- Prior to visiting the Social Security office, you will fill out the form (SS-5) which can also be found on the Social Security website (<https://www.ssa.gov/number-card/request-number-first-time>).  
**Please note:** you will be asked to provide your name at birth and your name as you would like it to appear on the card. For your name at birth you should use your name exactly how it appears in your passport/birth certificate. Your name as it will appear on the card will need to be shortened to 16 characters in length. Those with longer names may need to initial middle names when possible. If your name is too long your SSN application may be sent to USCIS for processing which may take an additional 4 weeks.
- Once you receive your Social Security Number you will need to complete the [Confirmation for On-Campus Employment](#) form.
- Please note that you cannot begin working until you have received your social security card and an approved Confirmation for On-Campus Employment form from ISSS.

### Closest Social Security Administration Offices to the university:

#### **Brockton (02301)**

For hours and contact information please visit the following link: <https://secure.ssa.gov/ICON/main.jsp>

#### **Taunton (02780)**

For hours and contact information please visit the following link: <https://secure.ssa.gov/ICON/main.jsp>



## Verification of International Student and Scholars' On-Campus Employment for Social Security Administration

Supervisors please complete and sign in **BLUE** ink, and return to the student/scholar. The student/scholar should return the form to International Student and Scholar Services for certification prior to applying for a Social Security Number.

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**To whom it may concern:**

**This is evidence of on-campus employment for:**

\_\_\_\_\_  
*(Name of international student/scholar)*

**Nature of student/scholar's job (e.g., tutor, library aide, research/office assistant, Professor etc.):**

**Start date:** As soon as possible **Number of hours/week:** \_\_\_\_\_

**Supervisor contact information:**

**Bridgewater State University Employer Identification Number (EIN): 237262639**

**Supervisor's Telephone Number:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

**Supervisor's Title:** \_\_\_\_\_

**Supervisor's Signature (original):** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**IMPORTANT!: International Student and Scholar Services (P)DSO/(A)RO Certification. To be verified and completed by Justin Casey (DSO/ARO):**

**Date:** \_\_\_\_\_

The above-listed student/scholar currently holds a valid **F-1/J-1** visa.

SEVIS Number: \_\_\_\_\_.

This individual is authorized to have on-campus employment at Bridgewater State University until the completion of his or her program.

**(P)DSO/(A)RO Name:** \_\_\_\_\_

**(P)DSO/(A)RO Signature:** \_\_\_\_\_

**(P)DSO/(A)RO Telephone Number:** \_\_\_\_\_

International Student and Scholar Services  
Minnock Institute for Global Engagement  
25 Park Ter., Rm 101  
Bridgewater State University  
Phone: 508-531-2730