

How to Obtain a Social Security Card

To apply for a Social Security Number, visit the Social Security Administration office located in the Thomas P. O'Neill Federal Building, 10 Causeway St, Boston, MA (next to the TD Garden). The Social Security Administration office is within easy walking distance of Suffolk University, and may also be reached by taking the MBTA "Green Line" to the North Station stop. The Boston office of the Social Security Administration is open Monday through Friday from 9:00 a.m. to 4:00 p.m. The Social Security Administration General Information Line may be reached by dialing 1-800-772-1213 from 7:00 a.m. to 7:00 p.m.

When applying for a Social Security Number, bring the following documents to the Social Security Administration:

- An employment letter from the Office of Student Financial Services or CPT authorization/OPT card (Donahue, 1st floor)
- A letter from the Registrar's Office verifying enrollment status (Donahue, 3rd floor)
- A Social Security application letter from International Programs and Services, with Designated School Official Signature (73 Tremont, 6th floor)
- Your current Suffolk University I-20 or DS20-19
- Your passport and I-94 card

At the Social Security Administration, you will be asked to show your documents and complete a brief application. Your immigration status will also be verified by the SAVE data base system. **For this verification, you must wait at least 10 days after entering the U.S. before applying for the number and complete your SEVIS registration with International Programs and Services.** Please note that you cannot apply for the SSN until you have a U.S. address, since this address is necessary for both SEVIS registration and for mail receipt of the Social Security Card that verifies your SSN. In addition, you cannot apply for the SSN more than 30 days before the start date on a CPT authorization or before the start date on an EAD.

If your immigration data is validated by the SAVE data base, your Social Security card will be mailed to you within two to three weeks. Remember to keep your card in a safe place, and do not loan your SSN to anyone else.