Obtaining a Social Security Card

International Students must be mindful that Off-Campus employment is only permitted with PRIOR authorization from the U.S. Citizenship & Immigration Services and the International Students & Scholars Office through the issuance of a new Form I-20, Form DS-2019, Form I-797, etc.

ALL International Students must present:
- A completed Social Security Application form, [http://www.ssa.gov/forms/ss-5.pdf](http://www.ssa.gov/forms/ss-5.pdf);
- A valid passport;
- The I-94 card (can be accessed at cbp.gov/I94);
- A valid visa document (Form I-20, or Form DS-2019, or Form I-797, Employment Auth. Card, etc.)
- A letter from the ISSO confirming On-campus employment and proof of maintaining full-time status*

*To apply for a Social Security Letter from the International Students & Scholars Office, click here. You may sign in with your UMass Lowell student email and password, and upload your contract. Please note that a letter from the International Students & Scholars Office is ONLY required for CURRENT students. Student's on Post-OPT should refer to the below section.

Nearest Location of a Social Security Office:

Social Security Administration
151 Warren Street
Suite 300, The Gateway, Bldg. 11
Lowell, MA 01854

Telephone (Local): 1-877-746-9850

(The Lowell Social Security Office is across from the ICC. You can take the campus shuttle to the ICC.)

Other General Information
- **REMEMBER to ask for a Receipt of the Social Security Administration Office.** The receipt allows you to start your UML employment, but it will not allow you to be paid.
- **In order to be paid by UMass Lowell, you MUST provide Human Resources with your Social Security # (SS#) IMMEDIATELY upon receiving it.** Human Resources will not be able to pay you until they have received your SS#. You may contact Human Resources at 978-934-3560.
- **You are permitted to open a bank account without a Social Security #,** by presenting your passport/visa documentation. You may need to remind the bank teller that you are permitted to open a bank account without a social security # by simply completing a [W-8 Form](https://www.ssa.gov/pubs/EN-05-10107.pdf). Some bank tellers are not aware of this and may need to be reminded.
- **Please note that a UMass Lowell Identification Number is NOT a Social Security Number.** It is illegal for you to use it as a Social Security #.

For Students who are applying for their Social Security # AFTER graduating from UML
Please visit the Social Security Office nearest you and present the following:
- Your Post OPT, Employment Authorization Card (Note: you MUST wait until AFTER the start date on the card to apply)
- An Employment letter as proof that you have obtained employment
  - Employment letters need to include a specific start date. They cannot accept offer letters that state that a start date has not been determined or that employment is contingent upon the student obtaining a Social Security number. Also, the start date has to be within 30 days of the date you are applying.
- Your Post OPT, I-20 Form
- Your Passport
- Your I-94 card

Please ask for a receipt from the Social Security Office as proof that you have applied. You can show this receipt to your employer’s Office of Human Resources. If an employee submits a Social Security Number application receipt to the employer, the employer can begin complying with its payroll withholding obligations. The regulations also make limited provision for situations where a receipt is not available. See the Foreign Workers and Social Security Numbers Factsheet for further information, [https://www.ssa.gov/pubs/EN-05-10107.pdf](https://www.ssa.gov/pubs/EN-05-10107.pdf)

Rev 10/24/2016