

## APPLYING FOR A SOCIAL SECURITY NUMBER

### Social Security Administration

200 High Street, 2<sup>nd</sup> Floor

Holyoke, MA 01040

*\*The city of Holyoke and Mount Holyoke College are not the same.*

**Hours: Monday - Friday 9:00am - 4:00pm. Wednesday only 9:00am - 12:00 noon!**

Closed on weekends and holidays.

In order to obtain an SSN number a student must have an on-campus job offer. To get a job you will need to apply for open positions listed in Workday. When you have your job, complete the **Employment Evidence Form** and have your work supervisor sign it. Bring the form to our office, and we will issue an **ISSO letter** verifying your student status and your employment on-campus. Spot jobs are not eligible for SSN numbers.

### Take the following documents with you to the Social Security Administration to apply:

- Passport and I-20
- Print-out of your most recent I-94 (Print at <https://i94.cbp.dhs.gov/I94>)
- Employment Evidence Form
- Letter from the International Students & Scholars Office
- SS-5 form (<https://www.ssa.gov/forms/ss-5.pdf>). If you'd like, you can enter in the ISSO address as your mailing address: 125 Wright Hall, Smith College, Northampton, MA 01063. By doing so, you give us permission to receive your SSN card, open the document, and share your number with Smith's Payroll Office.

### What to expect at the Social Security Administration:

When you enter the office on the second floor, you'll sign in through a machine kiosk which will give you a number. When your number shows up on the screen in the waiting area, go to the available window. At the window, they will process your paperwork, and you will be given a receipt that states you've applied for a Social Security Number.

*Please expect to wait in line for approximately one hour. The line can sometimes be longer or shorter, but budget for at least a one-hour wait.*

### VERY IMPORTANT! After you come home:

- 1) Have your supervisor officially hire you in Workday. This will kick off your Onboarding Process in Workday, and you'll be prompted to complete several forms in your inbox.
- 2) One of those forms is called Form I-9. Once you complete Step 1, it will prompt you to bring your identification documents to the Payroll Office (College Hall 204) to complete Step 2.
- 3) Now you can begin working! Wait for your SSN card in the mail (usually takes 2-3 weeks).
- 4) When it arrives, bring the card back to the Payroll Office so they can record your number for your tax records.
- 5) Keep your card & number safe! This is your financial identity in the US, so treat your SSN with care. Do not carry your card with you – instead keep it with other important documents.

### GETTING THERE BY BUS:

Take the **PVTA Blue 48 to Holyoke** (Bus schedule: <http://www.pvta.com/schedules/B48.pdf>)

Estimated ride time: 32 minutes

Get off at the bus depot at Veterans Park in the city of Holyoke. Walk 1 block to the corner of Dwight and High Street and turn left. The SSA Office will be on your right. When you are finished, return to the bus station and take the B48 bus back to Northampton.

**Please Note:** You cannot use your OneCard to ride for free on the B48, so bus fare is \$1.25 each way. Exact change is required. They will not make change for you on the bus. You may also purchase an all-day bus pass for \$3.00.



International Students & Scholars Office (revised 02/13/2020)