

# APPLYING FOR A SOCIAL SECURITY NUMBER

## Social Security Administration

200 High Street, 2<sup>nd</sup> Floor, Holyoke, MA 01040 phone: +1(877) 480-4989

**Hours: Monday - Friday 9:00am - 4:00pm**

**STEP 1: Find a job & do on-campus paperwork!** In order to obtain an SSN a student must have an on-campus job offer. To get a job you will need to apply for positions listed in Workday. When you have a job, complete the **Employment Evidence Form** and have your work supervisor sign it. Send the form to [interstu@smith.edu](mailto:interstu@smith.edu), and we will issue a **letter** verifying your student status and your on-campus employment. Spot jobs are not eligible for SSN numbers.

**STEP 2: Complete the Social Security Number application online:** <https://www.ssa.gov/ssnumber/>. **Keep your reference number!**

\* If you'd like, you can enter in the ISSO address as your mailing address: 125 Wright Hall, Smith College, Northampton, MA 01063. If you use our address, you automatically give us permission to report your SSN to the Smith Payroll Office.

**STEP 3: 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

### **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 comes up, you will show a staff member your documents, 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 a one-hour wait.*

**STEP 4: Report! After you come home (VERY IMPORTANT):**

- 1) Email your SSN receipt to [studemp@smith.edu](mailto:studemp@smith.edu) to let them know you have applied for your SSN.
- 2) Wait for your SSN card in the mail (usually takes 2-3 weeks).
- 3) When it arrives, you will need to enter your SSN into Workday. You can do this in one of two ways:
  - a. You can add a National ID in Workday yourself, following the job aid (<https://tinyurl.com/2a9ud39x>). This does require you to upload a photo/scan of the SSN card.
  - b. Or, you can schedule an appointment with Student Employment to show them your card, and they can enter the information into workday for you (<https://go.oncehub.com/SmithCollegeCOStudentEmployment>).
  - c. If you use Smith ISSO's mailing address, we'll report your SSN to Payroll for you!
- 4) 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 \$1.50 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 \$3.50.*

