Social Security Card

All students and scholars who are actively 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 or you will generally not be approved for a Social Security number.

How to apply for a social security card

- You must have a job on campus.
- Print the **Verification of International Student and Scholars' 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 employer, who needs to fill it out in BLUE ink.
- Once filled out by your employer, bring the form to the Minnock Center for International Engagement, rm 330 in the Maxwell Library.
- 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, visa) to any Social Security office (see below for the closest offices to BSU).
- At the Social Security office, you will fill out the form (SS-5) which can also be found on the Social Security website (http://www.ssa.gov/online/forms.html).
  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. 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.
- 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.

Closest Social Security Administration Offices to the university:

Brockton
For hours and contact information please visit the following link:
https://secure.ssa.gov/ICON/ic001.do#officeResults

Taunton
For hours and contact information please visit the following link:
https://secure.ssa.gov/ICON/ic001.do#officeResults

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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 scholar. The scholar should return the form to International Student and Scholar Services for certification prior to applying for a Social Security Number.)

To whom it may concern:
This is evidence of on-campus employment for:

_____
(Name of international student/exchange visitor)

Nature of student/exchange visitor's job (e.g., instructor, library aide, research assistant, etc.):

_____

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

Employer/Supervisor contact information:

Sodexo Employer Identification Number (EIN): 522282043

Employer telephone number: _____
Student/Exchange Visitor's immediate supervisor: _____

Employer/Supervisor signature (original): _____

Employer/Supervisor's Title: _____ **Date:** _____

International Student and Scholar Services (P)DSO/(A)RO Certification:

Date: _____

The above-listed student/exchange visitor 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)ROName: _____

(P)DSO/(A)RO Signature: _____

(P)DSO/(A)RO Telephone Number: _____

International Student and Scholar Services
Minnock Center for International Engagement
Maxwell Library Room 330
Bridgewater State University
Phone: 508-531-6195