Instructions for Getting a Social Security Number

A Social Security number (SSN) is a unique, nine-digit number used by the United States government for employment and tax matters. SSNs are assigned by the Social Security Administration (SSA).

A student employee may not work any hours without written confirmation that the student has applied for an SSN. Clark must have an SSN on record before it can pay a student employee.

Steps:
1. Write a cover letter. (Use template provided.)
2. Complete form SS-5. Print it and **sign it**.
3. Use the ISSO portal to submit a **Letter Request**. ISSO will write a letter supporting your application for an SSN.
4. Assemble your materials on **8 ½” x 11” paper**:
   a. Your cover letter
   b. Form SS-5 **with your signature**
   c. Job offer letter
   d. Letter of support from ISSO
   e. Copy of the front cover of your passport
   f. Copy of the photo page of your passport
   g. Copy of your current United States visa in your passport
   h. Your visa eligibility document (e.g., I-20)
   i. I-94 (if you have an electronic I-94, print it)
5. Schedule a 15-minute appointment on **Calendly** to use ISSO’s fax machine.
   a. The fax machine will print a confirmation that your fax sent.
   b. If you are working for Clark University, upload this fax confirmation in the secure portal. This will serve as confirmation that you applied for an SSN.
6. Also mail **copies** of your materials (NOT originals) to the local office. (The office frequently loses faxes.)
   Social Security Office
   51 Myrtle Street
   Worcester, MA 01608
7. Within two weeks, you will receive a call from SSA to schedule an appointment. If you do not hear from SSA within two weeks, call 1-866-331-9069 to check on your application.
8. Bring the **originals** of all your materials to your appointment.
9. At the end of your appointment, ask for **written confirmation** that you have applied for an SSN. The agent may tell you that you will receive the written confirmation in the mail.
10. You will receive your Social Security card in the mail within two weeks.
11. **Sign your Social Security card.**
12. If you are working for Clark University, upload a scan of your card in the secure portal. Do **NOT** email your card or SSN.
13. Keep your Social Security card and SSN safe. An SSN can be used for identity theft. **NEVER** email your card or SSN. Only share your SSN with trusted people for employment and tax matters.