

SOCIAL SECURITY NUMBER (SSN) APPLICATION PROCESS

SSN DOCUMENTS OVERVIEW

Below are the documents you need to possess and to bring to the SSA:

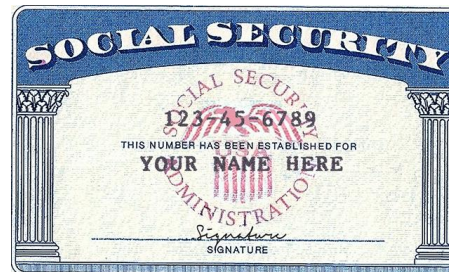
1. Passport
2. [Most recent I-94](#)
3. F-1 visa (does not apply to citizens of Canada)
4. Most recent form I-20 with CPT approval (if applicable, otherwise your most recent I-20)
5. Copy of DSO letter (International Advisor will provide that once CPT is approved/on-campus job offer is issued)
6. Job offer letter

F-1 students can start working and get paid while the SSN application is pending. Please see this [SSA resource](#) for more information.



SSN APPLICATION PROCESS OVERVIEW

To apply for SSN, you will need to visit the “[Request a Social Security number](#)” website. Once your online application has been completed via the aforementioned portal, **visit, in person,** the SSA (Social Security Administration) Office at 10 Causeway St, Boston, MA 02222 (OR your [local](#) SSA Office if you don’t live in Boston) with the indicated documents on your appointment date. At the end of the application process online, you will be prompted to make an account, follow the instructions and then an appointment window will populate. Once you go in person and the requested documents are certified, the actual SSN card will arrive in the mail within approximately 14 business days.



1. Go to
<https://www.ssa.gov/number-card/request-number-first-time>
& click
“Get Started”

The screenshot shows the SSA website's 'Request a Social Security number for the first time' page. The browser address bar shows the URL [ssa.gov/number-card/request-number-first-time](https://www.ssa.gov/number-card/request-number-first-time). The page has a dark blue header with the SSA logo and a breadcrumb trail: [Home](#) > [Social Security number & card](#) > Request a Social Security number. On the left, a sidebar menu under 'Number & card' includes links for 'Replace card', 'Request number for the first time' (which is highlighted), 'Report stolen number', and 'Personal record'. The main content area is titled 'Request Social Security number for the first time' and includes the text 'Request a number for free if you do not have one.' and a list of reasons to get a number: 'File taxes', 'Start a job', 'Open a bank account', 'Apply for a loan', 'Get a passport', and 'Claim government benefits'. At the bottom, a box titled 'Apply for a Social Security number' with a computer icon contains the text: 'If you're in the U.S., you can apply online, then go to a local Social Security office to provide your documentation. Once your application is approved, you'll receive a Social Security card with your number on it by mail within 14 days.' A blue 'Get started' button is located at the bottom right of this box. A large green arrow points from the left towards the 'Get started' button.



Online Social Security Number Application

Use Our Online Service To Obtain A Social Security Number Card

Request a Social Security Number (SSN) card online and provide your documentation to the local Social Security (SSA) office.

1. We will walk you through the guided steps needed to submit your request.
2. After you submit your online request successfully, you must **visit** your [local Social Security office or card center](#) with your documentation within **45 calendar days**. You may be eligible to schedule an appointment before visiting your local Social Security office or card center.

Acceptable documents **MUST** be original or copies certified by the issuing agency. Your documents must be unexpired and must show your name and date of birth or age. [Find out which documents are required for your original or replacement card request.](#)

After SSA verifies your document(s) and completes your request, you will receive your Social Security card in the mail **within 14 business days**.

Apply Now



2. Click “Apply Now”.



Online Social Security Number Application

Privacy Act Statement Collection and Use of Personal Information

Sections 202, 205(c), and 702 of the Social Security Act (Act), as amended, allow us to collect this information, which we will use to assign a Social Security number, issue a Social Security card, and make a timely determination concerning eligibility for Social Security benefits. Providing the information is voluntary, but not providing all or part of the information may prevent us from assisting you. As law permits, we may use and share the information you submit, including with other Federal agencies, contractors, and others, as outlined in the routine uses within System of Records Notices (SORN) 60-0058, 60-0089, 60-0090, and 60-0104, available at www.ssa.gov/privacy. The information you submit may also be used in computer matching programs to establish or verify eligibility for Federal benefit programs and to recoup debts under these programs. The Act also allows us to collect race and ethnicity information, which we will use for research and statistical purposes. Furnishing us this information is voluntary and will not be used in decisions about your application.

Next

Exit



3. After reading the Privacy Act Statement, click “Next”.

Online Social Security Number Application

A red asterisk (*) indicates a required field.

*You must be 18 or older to fill out this application. Are you 18 or older?

☐ Yes ☐ No

Next

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Online Social Security Number Application

A red asterisk (*) indicates a required field.

*Do you have a U.S. mailing address?

This includes Fleet Post Office [FPO], Army Post Office [APO] and Diplomatic Post Office [DPO] addresses.

☐ Yes ☐ No

Next

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4. Click “Yes” and then “Next”.

5. Click “Yes” and then “Next”.



Social Security

Online Social Security Number Application

A red asterisk (*) indicates a required field.

*Does the person who the application is for already have a Social Security Number (SSN)?

☐ Yes ☐ No



Next Previous Exit



6. Click “No” and then “Next”.



Social Security

Online Social Security Number Application

A red asterisk (*) indicates a required field.

*Is the individual for whom you are applying a U.S. citizen?

☐ Yes ☐ No



Next Previous Exit



7. Click “No” and then “Next”.



Social Security

Online Social Security Number Application

A red asterisk (*) indicates a required field.

*Who are you applying for?

- ☐ Yourself
- ☐ Someone else

Next

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8. Click “Yourself” and then “Next”.



Social Security

Online Social Security Number Application

A red asterisk (*) indicates a required field.

What is your date of birth?

*Month

*Day

*Year

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9. Enter your date of birth then click “Next”.

Online Social Security Number Application

A red asterisk (*) indicates a required field.

Where is your place of birth?

☐ U.S. ☒ International

*City/Town *Country

10. Click “International” and enter your city/town and country of birth. Then click “Next”.

Online Social Security Number Application

A red asterisk (*) indicates a required field.

How should your name appear on the card?

*First Middle *Last Suffix

*Is the name you entered your full birth name?

☐ Yes ☐ No

*Have you ever used any other names not listed above?

☐ Yes ☐ No

11. Write your complete, legal name as written on your passport. Answer the 2 following questions “Yes” or “No”. Then click “Next”.



Social Security

Online Social Security Number Application

A red asterisk (*) indicates a required field.

*What is your sex?

☐ Male ☐ Female

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12. Choose either “Male” or “Female”. Then click “Next”.



Social Security

Online Social Security Number Application

A red asterisk (*) indicates a required field.

*What is your parent/mother's birth name?

☐ Unknown

*First

Middle

*Last

Suffix

*What is your parent/father's name?

☐ Unknown

*First

Middle

*Last

Suffix

Next

Previous

Exit

13. Write your mother's and/or father's complete, legal names as indicated on their passports. If this does not apply to you, click “Unknown”. Then click “Next”.



Social Security

Online Social Security Number Application

A red asterisk (*) indicates a required field.

What is your mailing address?

Enter a valid U.S. address where the Social Security Administration can mail the card.

*Street Address

Apartment, Suite, Building, Etc.

*City/Town

*State

*ZIP Code

What is your daytime phone number?

10-digit Number

Next

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Exit

14. Write your complete U.S. address where they will mail you the card within 14 business days of your appointment – **make sure you are able to receive mail at this address!** Then click “Next”.



Social Security

Online Social Security Number Application

A red asterisk (*) indicates a required field.



Race and Ethnicity

The next two questions are about race and ethnicity. **Providing this information is voluntary and will not affect your application.**

We are requesting this information for research and statistical purposes, to ensure we treat our customers fairly and equally. **We hope you will share this information with us.**

If you do not want to provide this information, select the “Next” button to go to the next page.

▼ Show Race and Ethnicity Definitions

Are you Hispanic or Latino? (Select one):

☐ Yes

☐ No

What is your race? (Select one or more):

☐ Alaska Native

☐ American Indian

☐ Asian

☐ Black/African American

15. This section is **NOT REQUIRED** – you can decide if you want to indicate your race and ethnicity. If you don’t choose anything, you can still click “Next”.



Social Security

Online Social Security Number Application

A red asterisk (*) indicates a required field.

What you need to know about documentation

- You must present original documentation or copies certified by the agency that issued them.
- We cannot accept photocopies or notarized copies.
- We cannot accept a receipt showing you applied for the document.
- Acceptable documents must be unexpired, show name, date of birth or age.
- We may use one document for two purposes. For example, we may use a foreign Passport as proof of both age and identity.

Generally, **you must provide at least two documents to prove age, identity, and immigration status.**

Social Security Number Documentation

*Evidence Documentation For You

Please select all the documentation that you can give us to prove your age, identity and immigration status.

- ☐ Foreign Passport
- ☐ I-551 Permanent Resident Card
- ☐ I-94 with No Foreign Passport
- ☐ I-94 with Unexpired Foreign Passport
- ☐ I-766 Employment Authorization Document (EAD) Card

☐ Admit (ADM) Stamp in Unexpired Foreign Passport

☐ I-551 Stamp (Temporary)

☐ Current, Valid U.S. Drivers License

☐ I-551 Machine Readable Immigrant Visa (MRIV)

☐ U.S. State Identity Card

☐ Birth Certificate - Foreign

☐ DS-2019 Certificate of Eligibility

☐ I-20 Certificate of Eligibility

☐ Other

Next

Previous

Exit

16. Click next to the documents you will be bringing to the SSA office. They should include: Foreign Passport, I-94, your most recent I-20 and your F-1 Visa (by clicking other and adding "Nonimmigrant Visa Stamp". Anything else you may have you can click and add to your application. Then click "Next".



Online Social Security Number Application

Review and Edit

Please review the answers you provided. If you need to make any changes, please select "Edit" to return to that part of the application and make the correction.

✓ **Age**

Edit

You must be 18 or older to fill out this application. Are you 18 or older?: **Yes**

✓ **U.S. Mailing Address**

Edit

Do you have a U.S. mailing address?: **Yes**

✓ **Social Security Number**

Edit

Does the person who the application is for already have a Social Security Number (SSN)?: **No**

✓ **Citizenship Status**

Edit

Is the individual for whom you are applying a U.S. citizen?: **No**

✓ **Applying For**

Edit

Who are you applying for?: **Yourself**

✓ **Date of Birth**

Edit

17. Review the information and make sure everything is correct. If a specific response is incorrect, you can click "Edit" to edit/change that specific response. Then click "Next".

Online Social Security Number Application

Next Steps

The original card request is not complete. In order for the card to be processed:

1. Gather the documentation you selected to provide as evidence to the [local Social Security office or card center](#).
2. You must **visit** your [local Social Security office or card center](#) with your documentation within **45 calendar days**.

☐ * I acknowledge that I have read the 'Next Steps' and understand that I must visit my local SSA office within 45 calendar days to complete the application process.

Electronic Signature

Please read and accept the following statement to finish the application.

I understand and agree that my application will be signed electronically, which is the legal equivalent of my handwritten signature, when I select the SUBMIT APPLICATION PACKAGE below. I also understand that my electronic signature means that I intend to apply for an original SSN card and have provided the Social Security Administration with accurate information.

I declare under penalty of perjury that I have examined all the information on this application and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this electronic application, or causes someone else to do so, commits a crime and may be sent to prison or may face other penalties, or both.

[Previous](#)[Exit](#)

18. After reviewing the details of your application, read and check the acknowledgement box. Then click “Submit Application Package”.

Online Social Security Number Application

Next Steps

The original card request is not complete. In order for the card to be processed:

1. Gather the documentation you selected to provide as evidence to the [local Social Security office or card center](#).
2. You must **visit** your [local Social Security office or card center](#) with your documentation within **45 calendar days**.

☒ * I acknowledge that I have read the 'Next Steps' and understand that I must visit my local SSA office within 45 calendar days to complete the application process.

Electronic Signature

Please read and accept the following statement to finish the application.

I understand and agree that my application will be signed electronically, which is the legal equivalent of my handwritten signature, when I select the SUBMIT APPLICATION PACKAGE below. I also understand that my electronic signature means that I intend to apply for an original SSN card and have provided the Social Security Administration with accurate information.

I declare under penalty of perjury that I have examined all the information on this application and it is true and correct to the best of my knowledge. I understand that anyone who knowingly gives a false or misleading statement about a material fact in this electronic application, or causes someone else to do so, commits a crime and may be sent to prison or may face other penalties, or both.

[Submit Application Package](#)[Previous](#)[Exit](#)

Online Social Security Number Application

OSSNAP 02/19/2025



You successfully submitted your application! The Online Control Number for your application is 025050543104. Please write this number down or print this screen for your records.

Important: Your social security card request is not complete until you show the document(s) below at a [local Social Security office or card center](#). You must show your documents within **45 calendar days** or you will need to submit a new application. **You can save time by using the "Schedule an Appointment" button below. You will be required to log in or create a [login.gov](#) account to take advantage of our new online appointment system.**

- Foreign Passport
- I-94 with Unexpired Foreign Passport
- I-20 Certificate of Eligibility

PREPARE FOR YOUR APPOINTMENT

- Please gather the documents before you visit and bring them with you. We can't complete your application without them.
- We can complete your in-office interview quickly because you submitted your application online today.
- Please follow directions for check-in when you arrive.
- Masks are only required in the office when COVID-19 community levels are high.
- Signage will tell you if masks are required. We will provide a mask if you do not have one. Consider physically distancing and avoid crowding if COVID-19 community levels are medium or high.
- If you require help, you may bring someone to assist you with your appointment.
 - If you are applying for an original social security card for an individual age 12 or over, both you and the person to whom the SSN is for **must** appear for the mandatory in-person interview.
- If you have questions before you visit, please call your local Social Security office or card center or our National 800 Number at 1-800-772-1213.

Will Social Security contact me about my application?

We will use the address below you provided if we need to contact you regarding your application. Don't wait to hear from Social Security before scheduling an appointment to show your documents.

319 Newbury Street
Boston, Massachusetts, 02115

Print

Schedule an Appointment



19. Print and/or
save the
reference
number for
your records.
Then click
“Schedule an
Appointment”.

Create an Account or Sign In

i You only need one Login.gov or ID.me account.

If you already have a Login.gov or ID.me account, do not create a new one. You can use your existing account to access Social Security services.

[Create an account with Login.gov](#)

Sign in with  LOGIN.GOV

Sign in with ID.me

Sign in with Social Security Username


For accounts created **before** September 18, 2021


[Sign in Help and Support](#)

[External Site Disclaimer](#)

20. You will have to create a government account in order to schedule an appointment to show your documents. Click “Sign in with LOGIN.GOV” .

An official website of the United States government [Here's how you know](#)

LOGIN.GOV 



SSA is using Login.gov to allow you to sign in to your account safely and securely.

Sign in Create an account

Create an account for new users

Enter your email address

Select your email language preference
You will receive emails from Login.gov in the language you choose.

☒ English (default)
☐ Español

21. Follow the instructions to “Create an account”.



Schedule an Appointment

Important Information

We will ask questions about you (or someone you are assisting) to schedule an appointment. Answering the questions takes approximately 5-10 minutes. You can choose to receive a confirmation email (and text) with information about how to reschedule or cancel your appointment.

To continue please click Next to read and review our Terms of Service and Privacy Act Statement.

Next

Exit



23. Read the “Terms of Service” and then click “Next”.



Schedule an Appointment

Terms of Service

I understand that I am entering a U.S. Government System to schedule an appointment with the Social Security Administration.
I understand that I need to provide the Social Security Administration information in order to request an appointment.
I understand that failing to agree to the statements below will prevent me from requesting an appointment online for me or for the person for whom I am requesting an appointment.

I understand that:

- my activities may be monitored within this site.
- any person who knowingly and willfully tries to obtain Social Security benefits falsely could be punished by a fine or imprisonment, or both.

Information about Social Security's Online Policies

We are committed to protecting individual privacy and securing the personal information made available to us when you visit our website, www.ssa.gov. Our Internet Privacy Policy explains our online information practices.

Next

Exit



22. After you create an account, this window will pop up. Read and then click “Next”.



Schedule an Appointment

Privacy Act Statement Collection and Use of Personal Information

Section 205(a) of the Social Security Act, as amended, allows us to collect your information or the information you are submitting on behalf of another, which we will use to schedule an appointment. Providing this information is voluntary, but not providing all or part of the information may prevent us from assisting you with the request. As law permits, we may use and share the information you submit, including with other Federal agencies, contractors, employers, and others, as outlined in the routine uses within System of Records Notices 60-0350 and 60-0373, available at www.ssa.gov/privacy. The information you submit may also be used in computer matching programs for Federal benefits eligibility and to recoup debts under these programs.

[Next](#)[Previous](#)[Exit](#)

24. Read the Privacy Act Statement and then click “Next”.



Schedule an Appointment

Reason for Appointment

Reason for Appointment

Original Social Security Card

[Next](#)[Previous](#)

25. Check that the Reason for Appointment is “Original Social Security Card” and then click “Next”.



Schedule an Appointment

Find Available Appointments

A red asterisk (*) indicates a required field.

***Enter ZIP Code**

Let us find an office in your area



26. Put in the zip code of your home address and then click “Next”.



Schedule an Appointment

Select Appointment

Contact Type: In Office

SOCIAL SECURITY

ROOM 148

10 CAUSEWAY STREET

BOSTON, MA, 02222

Available appointment times:

Earliest available appointment

11:30 AM on Tuesday, March 18, 2025

Select another time on Tuesday, March 18, 2025

Select another date at this location

Select another location

Previous



27. The Social Security Administration Office closest to you will pop up. They'll provide you with the "Earliest available appointment," but double check by clicking "Select another date at this location".



Schedule an Appointment

Select Appointment

Contact Type: In Office

SOCIAL SECURITY

ROOM 148

10 CAUSEWAY STREET

BOSTON, MA, 02222

[Select another date at this location](#)

[Select another location](#)

Available appointment start times for Thursday, March 6, 2025

Shown in Eastern Standard Time

10:50 AM

[Previous](#)

Confirm Appointment ×

Are you sure you want to select the following appointment?

Contact Type: In Office

Location:

SOCIAL SECURITY

ROOM 148

10 CAUSEWAY STREET

BOSTON, MA, 02222

Date/Time: 10:50 AM on Thursday March 6, 2025

[Yes, Confirm](#)

[No, Select Again](#)

28. For example, by clicking “Select another date at the location,” an earlier date and time was available for selection. Once you find the date and time you like, click “Yes, Confirm”.



Schedule an Appointment

Personal Information

A red asterisk (*) indicates a required field.

Your Name

Conor Johnson

Your Phone Number

You may receive a phone call regarding any matters related to your appointment



We can send you messages to confirm, remind, and provide instructions for your appointment.

It's your choice whether you want to receive these electronic messages. If you don't want them, simply select "No, I do not consent" to opt out. If you do want to receive the messages, select "Yes, I consent" to authorize us to send them to you.

You can change your mind by revisiting this page.

***Do you consent to receive electronic messages from SSA?**

☐

Yes, I consent

SSA may send electronic messages

☐

No, I do not consent

SSA will not send electronic messages

Next

Previous

29. If you want to receive reminders via text message, you can put your phone number in. **IT IS NOT REQUIRED.**

Click "Yes, I consent" if you want to receive reminders via text.

OR

Click "No, I do not consent" if you do not.

Then click "Next".



Schedule an Appointment

Language Preference

A red asterisk (*) indicates a required field.



This is the language used during your appointment with a representative

We can arrange for an interpreter at no cost to you

*Spoken language preference?

English

*Written language preference?

English

Next

Previous

30. Choose your spoken and written language preferences. If you do not feel comfortable communicating in English, click the drop-down menu to choose the appropriate language for you. The SSA will organize an interpreter.

Then click “Next”.

31. Review the information: reason for appointment, personal information, appointment date and time, and language preference. Should you need to update any info, click “Update”.

Otherwise, click “Submit”.



Schedule an Appointment

Review and Submit

This information was entered on your Social Security Card application.

Appointment Information

✓ Reason for Appointment

Reason for Appointment
Original Social Security Card

This is the information you provided to schedule your appointment. Please select “Update” to make any changes.

Appointment Details

✓ Appointment Selected

Update

Office Address
SOCIAL SECURITY
ROOM 148
10 CAUSEWAY STREET
BOSTON, MA, 02222

Appointment Date
March 6, 2025

Appointment Time
10:50 AM

Your Phone Number

Not Answered

Do you consent to receive electronic messages from SSA?

No, I do not consent

Would you also like to receive text messages?

No

✓ Language Preference

Update

Spoken language preference?
English

Written language preference?
English

Submit



Schedule an Appointment



Your appointment is scheduled!

Your **In Office** appointment has been scheduled for **10:50 AM on Thursday, March 6, 2025** at the SSA Office located at:

SOCIAL SECURITY

ROOM 148

10 CAUSEWAY STREET

BOSTON, MA, 02222

Please visit [Learn what documents you will need to get a Social Security Card | SSA](#)  for information on what to bring for your appointment.

Exit

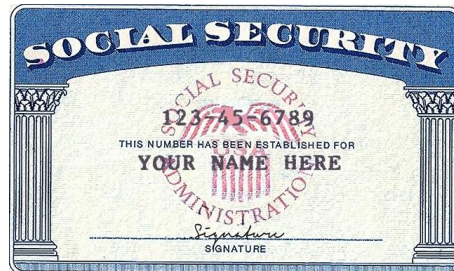
32. You will arrive at this Appointment Confirmation page. You will receive confirmation but take a screenshot just in case.



After an appointment date is populated, bring all the aforementioned documents (***not*** photocopies) to the SSA office for review. You will be then sent your Social Security card via mail (confirm your address is valid!) within 14 business days.



Once you receive the card, put it in a safe location. It is a piece of paper so you must be very careful! Do not laminate your card.



Requesting a Letter of Ineligibility

To request a “letter of ineligibility” (AKA “denial letter,” “denial notice,” or Form SSA L-676) if you are applying for a driver license and/or Mass ID/REAL ID and are not yet eligible for an SSN:

- Complete and submit SSN application.
- In addition to the other documents that you need to bring on your appointment date, prepare and bring:
 - A brief **cover letter** with your name, address, and telephone number, stating that the letter acts as a request for a letter of ineligibility (Form SSA L-676) needed to apply for a Massachusetts Driver’s license/Mass ID/ Mass REAL ID
- The SSA Office will provide you with the SSN Denial Letter at the end of your visit.
- This letter is valid for 60 days.

