SSN Guide for International Students (F-1 Visas)

J-1, J-2 Visa Students should refer to the ISSO document “On-Campus Employment and Social Security Number Instructions”

These procedures should be done in this order. **The most important items for the students to do are highlighted in yellow.**

1) Supervisor completes and signs SSN Certification Form on BU letterhead. [http://www.bu.edu/issso/forms/ssn_certification.pdf](http://www.bu.edu/issso/forms/ssn_certification.pdf)
2) Student brings SSN Certification Form and completes I-9 form at ISSO.
3) ISSO stamps SSN Certification Form and gives SSA directions to student.
4) Student brings SSN Certification when applying for SS card at SSA Office.
5) Student submits application form to SSA employee.
6) SSA employee usually gives a printed receipt to student.
7) Payroll coordinator hires student on the Business Link.
8) Student can start working and getting paid.
9) In about 2-3 weeks, student gets the SS card in the mail. (Student should safeguard SS card and write down number in safe places. If card is lost, SSA will not reissue the card unless student has the SSN.)
10) **Student brings SS card and BU ID to SEO at 881 Commonwealth Avenue, 2nd Floor.**
11) If a citizen of a tax treaty country, student can apply for tax treaty exemption at SEO.
12) To find tax treaty list, go to [http://www.bu.edu/issso](http://www.bu.edu/issso).

Must be in U.S. for less than 5 years to qualify for tax treaty. If a person leaves the U.S. for more than 365 continuous days, and comes back to the U.S., the start date in the U.S. begins anew. For example, if a person was in the U.S. from 2006-2010, left for two years, and came back to U.S. on 9/1/2012, then the start date in U.S. starts on 9/1/2012. However, student still needs to put all start and end dates on treaty intake form. One day U.S. residency in a calendar year counts as 1 year i.e. if a person comes in on December 31, 2007, then 2007 counts as the first year in US).

If student also receives a monthly stipend, scholarship, or fellowship, the student needs to complete a tax treaty at the MAIN Payroll Office at 25 Buick Street, 1st Floor, in addition to completing a treaty at SEO. If the student is a stipend-only recipient, the student should complete the tax treaty forms at only the Main Payroll Office, not SEO.

**Abbreviations:**

ISSO: International Students and Scholars Office
SEO: Student Employment Office
SS: Social Security
SSA: Social Security Administration
SSN: Social Security Number

**Tip:** Write down the names of employees who helped with the paperwork, whether they were from SEO, SSA, or ISSO. This is for your own reference, in the event questions arise later.

**SSN Certification Form:**

**Locations:**

**ISSO**, 888 Commonwealth Avenue, 2nd Floor, Boston, MA 02215
(Entrance is at the back of the building off Dummer Street – behind Panera Bread). ISSO’s regular hours are 9am-5pm, Mon-Fri, except for Wed. (Ideally, go before 4pm.) Please note that ISSO is closed every Wednesday from 9am to noon. Phone: (617) 353-3565. Email: isso@bu.edu

**Main Payroll Office**, 25 Buick Street, 1st Floor, Boston, MA 02215
Phone: 617-353-2270 (contact for stipend, scholarship, fellowship payments). Hours: Monday through Friday, 9am-5pm

**SEO**, 881 Commonwealth Avenue, 2nd Floor, Boston, MA 02215
Phone: 617-353-3588, Email: stupayro@bu.edu
Hours: Monday through Friday, 9am-5pm
(If completing tax treaty, please go to SEO before 4pm so that the staff has ample time to help you.)
Before contacting SEO with questions, please check with your supervisor or payroll coordinator first since departments complete the SSN Certification Form, and sets up payments for their students.

**Social Security Administration (SSA) Office**
Thomas P. O’Neill Federal Office Building, 10 Causeway Street, Room 148
Boston, MA 02222-1098, Phone: 800-772-1213
Hours: Monday through Friday, 9am-5pm
(Ideally, go before 4pm.)
By MBTA: North Station “T” stop on the green or orange line; building is next to the TD BankNorth Garden.