

# SSN Instructions for F-1 Students

The most important items for the students to do are highlighted. (For J-1 students instructions, please go to [www.bu.edu/isso](http://www.bu.edu/isso))

- 1) Supervisor completes SSN Certification Form on BU letterhead [http://www.bu.edu/isso/files/pdf/ssn\\_certification.pdf](http://www.bu.edu/isso/files/pdf/ssn_certification.pdf) Mention on form that job is essential. (i.e. Food server job is an essential position to Boston University because we need servers to feed the student population). The reason should sound good.
- 2) Supervisor or department payroll coordinator writes and signs a letter of employment on BU letterhead, stating the student's full name, for what department they will be working, the job title, the start and end work dates, and that this is an essential job at Boston University. (From feedback received from a department in November 2021, this is a new requirement.)
- 3) International student completes STEP 1 of Electronic I-9 at [www.bu.edu/seo](http://www.bu.edu/seo).
- 4) At ISSO, student brings SSN Certification Form and ISSO employee completes STEP 2 of Electronic I-9 form.
- 5) ISSO signs and stamps SSN Certification Form and returns it to student.
- 6) Student completes and signs the Application for a Social Security Number. Form can be found at [ssa.gov](http://ssa.gov).
- 7) If the SSO is closed to walk-in assistance (and it is, as of 11/04/2021, when this guide was updated), the student can phone 1-866-964-7311 to make an in-person appointment at the SSO in the Thomas O'Neill Building, 10 Causeway Street, Room 148, Boston, MA 02222. Many students have successfully applied for the Social Security Card (SSC) by faxing all required documents to 1-833-515-0457: the completed and signed Social Security Number Application Form, the completed and signed SSN Certification Form, passport photo page, letter of employment, etc. (Fax any document you needed to enter the United States.) Other students were able to apply for the SS card online at [ssa.gov](http://ssa.gov). (Create a My Social Security Account first, then apply for the SSN. If that doesn't work, make an in-person appointment or fax in documents.)

## Social Security Office Information

Address: ROOM 148  
10 CAUSEWAY STREET  
BOSTON, MA 02222

Office: 1-866-964-7311

TTY: 1-800-325-0778

Fax: 1-833-515-0457

[Office Closings and Emergencies](#)

 **Hide Additional Office Information**

THIS OFFICE IS CURRENTLY CLOSED TO THE PUBLIC. FOR LIMITED SERVICE, PLEASE CONTACT THE OFFICE DIRECTLY AT 866-964-7311.

- 8) If the student applies for the SSC in-person, they will get a receipt. Receipt won't have SSN, but the student can bring the receipt to the payroll coordinator of the hiring department, and get hired on Business Link.
- 9) Department hires student on Business Link, using all zeroes for SSN, then returns receipt to student.
- 10) Student can start working and getting paid.
- 11) In about 2-4 weeks, student gets the SSC in the mail. (Student should safeguard SSC and write down number in safe places. Keep the card with passport. If card is lost, SSA will not reissue the card unless student knows the SSN.)
- 12) Student emails [pmlouie@bu.edu](mailto:pmlouie@bu.edu) to ask for a DataMotion Secure Email message so they can send the SS card and BU ID. Secure Email will be sent to the student.
- 13) If a citizen of a tax treaty country, student may email [nrapay@bu.edu](mailto:nrapay@bu.edu) (University Payroll), include their legal first name, last name, UID, BU email address.

## Abbreviations:

ISSO: Intl Students & Scholars Office  
NRA: Non-Resident Alien  
SEO: Student Employment Office

SS: Social Security  
SSA: Social Security Administration  
SSC: Social Security Card  
SSN: Social Security Number  
SSO: Social Security Office

# SSN Instructions for F-1 Students

## Locations:

### Social Security Office (SSO)

Appointments are currently required. Walk-ins aren't allowed without appointment.

Call 1-866-964-7311 to make an in-person appointment.

Several BU students have successfully applied for the SS card by faxing all their documents to 1-833-515-0457 (SS application, SSN Certification form, letter of employment, passport, etc)

Address: **Thomas P. O'Neill Federal Office Building, 10 Causeway St, Room 148, Boston, MA 02222**

By MBTA: North Station "T" stop on Green or Orange line.

Hours: Mon, Tue, Thu, Fri, 9am-4pm (Ideally, go before 3pm or earlier.) Wednesdays 9am-noon (go before 10am). Make sure you have an appointment first!

Note: SSA is closed Wednesdays afternoons

**ISSO**, 888 Commonwealth Ave, Floor 2, Boston, MA 02215  
(Entrance is at back of building off Dummer Street).

Regular Hours (non-pandemic periods): Mon, Tue, Thu, Fri, 9am-5pm Wed 12-5pm

Note: **ISSO is closed Wednesdays from 9am to noon.**

Phone: (617) 353-3565

**SEO**: Phone: 617-353.3588, Email: [seo@bu.edu](mailto:seo@bu.edu)

Hours: M-F, 9am-5pm. Before contacting SEO with questions, please check first with supervisor or payroll coordinator.

**University Payroll Office**, Phone: 617-353-2270, [bupay@bu.edu](mailto:bupay@bu.edu). Include your question, UID, full legal name, BU email address.

Hours: Monday through Friday, 9am-5p

**Form 1042-S**: Email [nrapay@bu.edu](mailto:nrapay@bu.edu) and provide UID, legal first and last name, and BU email address. Form 1042-S is a statement of earnings for international students who have declared a tax treaty during the previous calendar year, reporting earnings which were exempt under the tax treaty. Students who received a non-service stipend (i.e. scholarship, fellowship, etc.), which exceeded the cost of tuition and fees, will also receive a 1042-S. Forms 1042-S are sent out by University Payroll by March 15 to the international student's local address. To change the local address, student can do so at [www.bu.edu/studentlink](http://www.bu.edu/studentlink).

**Tax Forms**: W-2s can be accessed through Employee Self-Service (ESS) at [www.bu.edu/buworks](http://www.bu.edu/buworks). International students who received a tax treaty benefit the previous year will not get a W-2 if their total earnings were below the treaty benefit. Instead, they will receive a Form 1042-S. Students who earned over their tax treaty benefit will get both a W-2 and 1042-S. For questions, please contact [nrapay@bu.edu](mailto:nrapay@bu.edu).

**Tax Treaties**: International students looking to complete tax treaty documentation may contact [nrapay@bu.edu](mailto:nrapay@bu.edu).

**Tax Software**: In mid-March, ISSO provides access to tax filing software to international students who qualify for the program. Any questions, please contact ISSO.

**Disclaimer**: SEO and FirstPoint do not specialize in tax law and cannot answer specific questions regarding tax filing requirements. SEO and FirstPoint staff are not allowed to give out any information or opinion on what you should claim for your tax return. If you have any questions, please visit IRS's website at [www.irs.gov](http://www.irs.gov)