

Please be advised,

This update is in regards to student employees who recently received a job offer from Northeastern University and are required to apply for a SSN. Students must follow the steps below:

1. Complete On-Campus Employment E-request form with the help of your employer
  - F1 Visa- <https://international.northeastern.edu/ogs/forms-and-guides/f-1-on-campus-employment-authorization/>
  - J1 Visa- <https://international.northeastern.edu/ogs/employment/on-campus-employment/j-1-on-campus-employment/>
2. Visit your nearest SSA office - <https://secure.ssa.gov/ICON/main.jsp>
3. Enter your local home zip code and find the address
4. Documents required for your SSA appointment for
  - On-Campus Employment E-request form from OGS
  - I-20
  - I94 - <https://i94.cbp.dhs.gov/i94/#/recent-search>
  - Passport
  - Visa
  - SSN Application form - <https://www.ssa.gov/forms/ss-5.pdf>

Once you receive the receipt from SSA office. Please visit Office of Student Employment, Graduate Assistantships & Fellowships to complete Section 2 of the I-9. Our office location and hours of operation is mentioned below:

**375 Richards Hall**

- **Monday: 8:30AM – 7PM**
- **Tuesday-Friday: 8:30AM – 5PM**

Your I-9 must be completed on or before your first day of work. Please let us know if there are any further questions!