International Employment and Social Security Cards

A Social Security Number (SSN) is a tax identification number that tracks employee salary in payroll system. Social Security Number are issued by the Internal Revenue Services (IRS), which is the tax authority of the United States. Employers use the SSN to maintain payroll records and as a form of identification for the I-9 Employment Eligibility Form. Foreign Nationals are required to have a specific immigration status to be eligible to apply for a Social Security Number. If you have been offered a position of employment at the college, you will be required to have an immigration status that allows for employment and you will need to apply for an SSN (if you do not already have one). Social Security Numbers do not expire, therefore, if you have previously had one you can not apply for a new number. Applications for new or replacement cards must be submitted in person at a Social Security Administration Office. It is best to wait 10 days, after your arrival to U.S., before you visit the office and submit your application.

SSN ADMINISTRATION OFFICE:

    ♟ **POUGHKEEPSIE**
    332, Main St., Suite 1
    Poughkeepsie, NY 12601
    845-454-1540 Or 877-405-6747

Open Hours:
9:00am to 4:00pm Monday, Tuesday, Thursday, Friday
9:00am to 12:00pm Wednesday
CLOSED Saturday, Sunday, U.S. Federal Holidays,
and other special closings.

🚌 Transportation: Dutchess County LOOP Bus

Required documents for your Social Security Card Application:

- SSN Application Form: Name should match exactly as it appears on your passport ID page
- Completed Employment Authorization Form or Authorized Letter on Bard Letter head
- Valid Passport
- I-20 (F1 Student) or DS-2019 (J-1 Student/Scholar)
- I-94 arrival record

On Campus Employment

Eligibility Criteria	Restrictions
- Have a valid, unexpired DS-2019 or I-20 from Bard College and be in good academic standing - Have a valid, unexpired passport - Have an I-94 arrival/departure record marked "J-1 D/S" or "F1 D/S"	- Employment may not exceed 20 hours per week during the semester; 40 hours per week during the semester break. - Employment authorization is invalid if the student fails to maintain J-1 or F-1 status, completes their program or transfers - Pursuant to federal regulations, J1 students on-campus employment authorization is granted for a maximum of 12 months. - Students will need to apply for a Social Security Number to get paid by Bard College