



OBTAINING A SOCIAL SECURITY CARD

To obtain a social security card you must have a job offer.

For On Campus Employment:

STEP 1: Go to the Student Employment Office and speak with Jenny Heller

STEP 2: Obtain a student employment letter from the Student Financial Services

STEP 3: Take the following documents to the Social Security Office:

- Employment Letter (from Wheaton or from outside employer)
- I-20 or DS-2019
- Passport with Visa
- I-94 form (found at www.cbp.gov/I94)
- Wheaton College ID

For Off Campus Employment: Only follow Step 3

The addresses for the Social Security offices are:

Address: 106 Pleasant Street, Attleboro, MA 02703

Phone: (888) 655-6469

Address: 104 Dean St, Taunton, MA 02780

Phone: (877) 505-4546

Social Security Office Hours: MON: 09:00 AM - 04:00 PM; TUES: 09:00 AM - 04:00 PM; WED: 09:00 AM - 12:00 PM; THUR: 09:00 AM - 04:00 PM; FRI: 09:00 AM - 04:00 PM; SAT & SUN: CLOSED

NOTE: The card can take up to two weeks before you receive it. Be sure to obtain a receipt from the social security office.