How to Apply for a Social Security Number (SSN)

Why is a Social Security Number Needed?
A Social Security Number (SSN) is used to track an employee’s wages for benefits eligibility and tax-reporting requirements. As an F-1 international student, you are required to obtain a SSN if you become employed on or off campus in the U.S.

According to U.S. law, a SSN is *required* only for employment and tax-reporting purposes. However, many institutions – including banks, cell phone companies, the Department of Licensing, utility companies, landlords, and other businesses – are in the practice of requesting a SSN as a means of establishing identity or credit history, before they agree to provide their services. It is not mandatory to have a SSN to obtain a driver's license, cell phone, credit card, insurance, admission to an academic institution or other "non-work" reasons.

Individual Taxpayer Identification Number (ITIN)
Students who are ineligible for a SSN (no current employment, studying in the U.S. for less than 6 months, etc.) may apply for an ITIN. This number can sometimes be used in place of a SSN. Applications must be submitted through the Internal Revenue Service (IRS). See the IRS website for more information: [https://www.irs.gov/Individuals/Individual-Taxpayer-Identification-Number-ITIN](https://www.irs.gov/Individuals/Individual-Taxpayer-Identification-Number-ITIN)

When Should I Apply?
As a student on an F1 visa, you are only eligible to apply for a SSN after you have a on/off-campus job offer. If you have arrived to the U.S. on an Initial Attendance I-20 from UW Bothell, you must *wait at least 10 days* after your arrival in the U.S. and make sure that the CIE office at UWB has completed your SEVIS registration. The SS Office can’t process your application until your I-20 record is activated in the system by immigration and the CIE office.

How Long Will It Take?
When you apply for the SSN, you can ask the SS Office for a receipt confirming that you submitted your application. The SSN is usually generated in the system within 24 hours, so you can visit the SS Office after 24 hours to ask for your assigned SSN. You will receive your physical SSN card in the mail within 1 to 2 weeks.

What Type of Employment Am I Eligible For?
Lawful F-1 students are permitted to work only up to 20 hours/week when the quarter is in session, and up to 40 hours/week during a break/vacation quarter. Students must follow all employment regulations governing them.

*Undergraduate Students*: Employment must be on the UW Bothell campus and Non-Federal Work Study. Students are also eligible for on or off-campus paid internships during their studies.

*Graduate Students*: Consult with CIE to discuss your employment options.

How Can I Find an On-Campus Job or Internship?
Students can visit the Career Center to learn about available on-campus jobs and internship opportunities. Jobs are also posted on the center’s website at: [http://www.uwb.edu/careers/jobs-and-internships/oncampus](http://www.uwb.edu/careers/jobs-and-internships/oncampus)
How Do I Apply For a Social Security Number?

You must apply in person at a local Social Security Office. The two closest offices to UW Bothell are in Lynnwood and Bellevue. Additional office locations can be found at: www.socialsecurity.gov/locator

18905 33rd AVE W # 207
LYNNWOOD, WA

636 120th AVE NE, SUITE 100
BELLEVUE, WA

You must bring the following documents with you to apply:

1. **Social Security Verification Form** (see attached)
   You must complete the top part of this form, and then have your employer complete the section part of the form. You must then submit your completed Social Security Verification Form to International Student Services to review and sign the bottom of the form. The form will be ready for pick-up after 24 hours from submission.

2. **SSN Application Form (SS-5)**
   You can either print/complete this form to bring it with you to the SSA Office, otherwise the SSA Office will have copies available for you to complete at their office. The SS-5 form is available at: http://www.socialsecurity.gov/online/ss-5.html
   
   **Line item #1:** Applicant’s name must be spelled as listed in the passport.
   
   **Line item #5:** Check the box: “Legal alien allowed to work”.

3. **Immigration Documents: Passport, Visa, I-20, and I-94 electronic record** (print out your most recent entry into the U.S. from www.cbp.gov/I94)

4. **EAD Card** (only required for students who have had or currently on OPT).

When Can I Start to Work?

If the employment is at the University of Washington Bothell, you can begin to work after your SSN is generated and you get it from the SS Office. The SSN is usually generated after 24 hours of your application is submitted to the SS Office.

If your employment is off-campus, then you may be able to begin work while you wait for your SSN card. Students should check with their employer to confirm, and can provide the following information to their employer: https://www.ssa.gov/pubs/EN-05-10181.pdf

What do I do after I get my SSN and SSN Card?

- After you get your SSN from the SS office after 24 hours, you should inform your employer. **You can begin to work at UW now, even while you are waiting for your SSN card to arrive.**

- After you get your SSN card, you should bring it to the UWB Registrars Office in Husky Hall so that your SSN can be added to your student record. Once your SSN is in your student record, you can be entered in the system so that you can get paid for your on-campus job.
SOCIAL SECURITY NUMBER VERIFICATION FORM

TO BE COMPLETED BY STUDENT:
Student: ___________________________ Visa Status: ____________
Last Name __________________________ First Name __________________________
SEVIS ID: __________________________ Country of Citizenship: ____________
UWB Student ID #: ____________ UWEmail: ____________@uw.edu

I understand my responsibilities and eligibility to be employed as an F-1 international student and will abide by the rules and regulations provided by the USCIS. I will notify the CIE if any information on this form changes.
Signature: ___________________________ Date: ____________

TO BE COMPLETED BY EMPLOYER:
IMPORTANT NOTE TO UW EMPLOYER: Per UW policy, the student is not eligible to begin work until the student has a Social Security Number.

Employing UWB Department/Off-Campus Business: ___________________________
Employer Identification Number (EIN)*: ___________________________
*91-6001537 is the EIN for on-campus jobs at UW

Job Location/Address: ___________________________

Supervisor’s Name: ___________________________ Phone: ___________________________

Job Description: __________________________________________________________

__________________________

Beginning Date: ____________ Ending Date: ____________ Hours/Week: ____________

Hiring Official Name: ___________________________ Title: ___________________________

I understand that my signature certifies that the student has been offered either an on-campus employment, a paid internship, or authorized employment after graduation. I understand that the student can work up to 20 hours per week while school is in session, and up to 40 hours per week during breaks.
Signature: ___________________________ Date: ____________

TO BE COMPLETED BY CENTER FOR INTERNATIONAL EDUCATION:
I certify that ____________________________ is registered in SEVIS, maintaining his/her F-1 immigration status at the University of Washington Bothell, and is eligible for on-campus employment, a paid internship (CPT), or authorized employment after graduation (OPT).
Designated School Official Name: ___________________________ Title: □ DSO □ PDSO

Signature: ___________________________ Date: ____________