

How to Apply for a Social Security Number (SSN) Updated September 2019

Step 1: Apply for and get a paid job offer, such as UWB on-campus, off-campus internship, or OPT employment.

- You can only apply for a SSN if you have received a paid job offer.
- Per F1 visa regulations, you can work up to **20 hrs/week** during an Academic Quarter, and up to **40 hrs/week** during breaks or a vacation quarter.
- An on-campus job is considered employment only on our UWB campus and paid by the UW Bothell campus - www.uwb.edu/cie/current-students/employment
- Use UW Bothell's Career Center to find on and off-campus employment and resources - www.uwb.edu/careers/jobs-and-internships/oncampus

Step 2: Complete the SSN Verification Form (in this packet) with your employer.

- This form helps to provide the Social Security Office with the details of your employment, and immigration confirmation that you are authorized for this paid job.

Step 3: Submit required documents to a local Social Security Office to apply for your SSN.

- **You must apply in person** at a Social Security Office. The two nearest offices are in Lynnwood and Bellevue. All locations are listed at: www.socialsecurity.gov/locator
- **If you have arrived to the U.S. on an Initial Attendance UW Bothell I-20**, you must wait at least 10 days after your arrival in the U.S. and confirm with your primary International Student Advisor that your I-20 has been registered with SEVIS.
- **Documents to bring to the Social Security Office:**
 1. **Social Security Verification Form** (attached)
 2. **SSN Application Form (SS-5;** www.socialsecurity.gov/online/ss-5.html)
 - **Line item #5:** Check the box: "Legal alien allowed to work".
 3. **Immigration Documents:** Your valid passport, F1 visa, current UW Bothell I-20, and most recent entry as shown on your I-94 Arrival/Departure record (available to print from www.cbp.gov/I94)
 4. **OPT (EAD) Card** (only required for students who have had or currently on OPT)

Step 4: Get your SSN Card after 1-2 Weeks

- You will receive your physical SSN card in the mail within 1 to 2 weeks. Please keep this in a safe place. (*SSN office no longer will provide the SSN in person; you must wait for your card to arrive in the mail.*)
- **UWB on-campus jobs:** You should show your SSN card to the UW Bothell Registrar Office (Husky Hall, Room 1130). It will be added to your student record.

Step 5: Provide your SSN to your employer and begin working!

- A SSN is used to track an employee's wages for benefits eligibility and tax-reporting requirements – it basically allows you to get paid for your work.
- **On-Campus Employment at UW Bothell:** You need to wait until you get your SSN before you can work. You can have the SS Office complete our SSN letter (attached) and submit to the UW Bothell Registrar Office (Husky Hall, Room 1130). It will be added to your student record.
- **Off-Campus Employment:** 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>

SOCIAL SECURITY NUMBER VERIFICATION FORM
Updated September 2019

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 SSN.*

Employing UWB Department OR Off-Campus Business: _____

Employer Identification Number (EIN)*: _____

**91-6001537 is the EIN for on-campus jobs at UW Bothell*

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 UW Bothell, and is eligible for on-campus employment, a paid internship (CPT), or authorized employment post graduation (OPT).

Designated School Official Name: _____ Title: DSO PDSO

Signature: _____ Date: _____