

How to Apply for a Social Security Number (SSN) Updated September 2018

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 after 24 Hours / SSN Card after 1-2 Weeks

- Your SSN is generated in the SS system **24** hours after you apply. We encourage you to visit the SS Office again at least 24 hours after you apply to get your Social Security Number.
- **UWB on-campus jobs:** 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.
- You will receive your physical SSN card in the mail within 1 to 2 weeks. Please keep this in a safe place.

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 2018

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, which is available 24 hours after they apply for SSN (see Step 4).*

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: _____



Dear Social Security Administration Officer,

The applicant is an international student on a F1 visa at the University of Washington Bothell. To help support the student to begin their on-campus employment we encourage the student to return to the Social Security Administration Office at least 24 hours after they apply, as we understand their SSN is generated in the system and available to know.

To confirm that the information they receive from you today is correct, we kindly ask that when you provide the SSN to the applicant, that you write it on this document along with your signature. The student will provide this to the UW Bothell Office of the Registrar.

If you have questions, please contact Krista Garg or Mim Phillips at the Center for International Education at 425-352-3876 or Pam Lundquist at the Office of the Registrar at 425-352-5240.

Thank you for your support.

Sincerely,

Krista Garg
PDSO, Center for International Education
gargkr@uw.edu / 425-352-3876

Applicant's First Name: _____

Applicant's Last Name: _____

Applicant's Date of Birth (mm/dd/yyyy): _____

Date the Applicant Submitted Documents to Apply for a SSN: _____

Applicant's SSN: _____

Social Security Administration Officer's Name: _____

Social Security Administration Officer's Signature: _____

Location of the Social Security Administration Officer's Office (City): _____

Date: _____