

Instructions for International Students and Hourly Employees to get a Social Security number and begin working

1. Once you have been offered a position, pick up an On Campus Job Offer form from the IP Office (located at BE 1113). Fill in your information in the Student Section and submit this to your supervisor to complete the Employer Section. Bring the completed form to the IP Office. The IP office will verify that you are eligible to work on-campus and will email you when the letters for the Social Security Office and your employer are ready for pickup in the IP Office.
2. After you pick up the letters for the Social Security Office and your employer from the IP Office, do not open them. Bring the sealed employer letter to your supervisor. Take the sealed letter for the Social Security Office, along with your **passport, I-94 form** (obtained online and copy printed), and **I-20** to:

Social Security Office*
SUITE 901
915 2ND AVE
SEATTLE, WA 98174

*Hours subject to change.

Hours:	Monday	9:00 AM - 4:00 PM
	Tuesday	9:00 AM - 4:00 PM
	Wednesday	9:00 AM - 12:00 PM
	Thursday	9:00 AM - 4:00 PM
	Friday	9:00 AM - 4:00 PM
	Saturday	Closed
	Sunday	Closed

LOCATED ON THE 9TH FLOOR OF THE JACKSON FEDERAL BUILDING,
ON 2ND AVENUE BETWEEN MADISON AND MARION AVENUES.

3. When you go to the Social Security Office, tell them you would like to fill out an application for a social security number. Show them your passport, I-94 form (obtained online and copy printed), I-20 and letter.
4. The Social Security office will give you a letter of receipt verifying that you applied for the number. *(They will mail you your social security card, which can take several weeks.)*
5. When you receive your Social Security card, contact your supervisor right away.
6. Your supervisor will give you a background consent form to fill out. Please return this completed form to your supervisor.
7. You will also receive new employee hiring paperwork. Your supervisor will give you some general instructions on completing the paperwork. You will complete the paperwork at home to the best of your ability. You may have questions about some of the information, which you can ask your supervisor at a later date.
8. Your supervisor will schedule a meeting to complete your paperwork. You can ask any questions you may still have about your new employee paperwork at that time. Items to bring to the meeting:
 - ✓ New employee hiring paperwork (completed as much as possible)
 - ✓ Passport (F-1 Visa should be in passport)
 - ✓ Social Security Card
 - ✓ I-94 form (obtained online and copy printed)
 - ✓ I-20 form (all pages)