SOCIAL SECURITY CARD INSTRUCTIONS

This checklist is designed to help you get through the hiring process as easily as possible.

1) Find a job on-campus
   When you are hired you will need to fill out the On-Campus Employment Authorization Form from International Student and Scholar Services (ISSS). You can print it online or pick up the form in East Hall 101. You will fill out Section 1 and your employer will fill out Section 2.

2) Submit the On-Campus Employment Authorization Form with a request for “On-campus Employment Authorization” from ISSS. An international student advisor will complete Section 3 of the form. This form shows that you have met the conditions of work eligibility laid out in your I-20 or DS-2019. This request will take 3-5 business days to process, once it is submitted, assuming you are full-time for the term during which you are requesting the letter, or the following term, if registration is open for your registration group.

3) To apply for an SSN, you will need the following documents:
   a) On-campus Employment Authorization Form
   b) Passport with visa and arrival verification (paper I-94 or electronic form I-94 from www.cbp.gov/I94)
   c) I-20 (F-1) or DS-2019 (J-1)
   d) Application form (you will get this at the Social Security Administration office)

4) Other important information about the SSN and Social Security card:
   a) You will receive a letter indicating that you have applied for a Social Security Number, but the actual numbered card will not arrive for 4-6 weeks. This letter is considered valid for working on campus.
   b) Do not carry your Social Security card with you after you have received it. Keep it in a safe place.
   c) If it is stolen, contact the local authorities immediately, since it can allow thieves to open bank accounts or credit cards in your name, for which you can be held responsible.

5) Once you have your receipt letter, take it, along with documents listed in 3) a) through c), to PSU’s Human Resources Office (HR). They will ask you to complete a Non-Resident Alien Tax Packet and a PSU Employee Information Packet. The Employee Information Packet will allow HR to connect your payroll documents to your PSU records by linking your SSN to your PSU ID number.

6) Upon completing your packets, gather items a) through g) listed below and take everything to the Human Resources office. An HR assistant will verify your completed materials and photocopy your documents for their files.
   a) Employee Information Packet
   b) Non-Resident Alien Tax Packet
   c) Social Security card or receipt letter
   d) Current valid passport with your student visa and arrival verification (paper I-94 or electronic form I-94 from www.cbp.gov/I94)
   e) Photocopy of I-20/DS-2019 (and your letter of offer for Graduate/Teaching Assistantships)
   f) On-Campus Employment Authorization Form

(continued on reverse)
Social Security Office Closest to PSU
1538 SW Yamhill
Portland, OR 97205

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

Social Security Administration
7:00 AM to 7:00 PM (PST) Monday through Friday
1-800-772-1213
(For questions regarding the status of your SSN, please use this number)

Other Locations
211 NE Schuyler Street, Portland, OR 97212
17421 SE McLoughlin Blvd, Portland, OR 97267
11950 SW 2nd Street, Beaverton, OR 97005
16145 East Burnside, Portland, OR 97233