Social Security Card
Acquisition & Replacement Procedures

If you are an international student who needs to apply for your Social Security card, here are the steps you need to take.

1. Bring your passport/visa and your I-20 or DS-29 to the HFS payroll office located in suite 108 at the HFS Central Office in Terry Hall at 1045 NE Campus Parkway to complete payroll paperwork.

2. Go to the HFS HR office which is also located in the HFS Central Office in Terry Hall suite 110 at 1045 NE Campus Parkway to pick up your social security verification form from the Housing & Food Services Human Resources staff.

3. Take the social security verification form to the ISS office for the final signature. It may take a few business days for them to process the paperwork.

4. Coordinate with your manager to determine your first shift. Contact information was provided to you in your Welcome email. You can now begin working, but as soon as ISS notifies you that your verification form has been signed, go to a Social Security office with your signed verification form and identification to apply for your card. To find out what identification you will need to bring to apply for the social security card, please go to [http://www.socialsecurity.gov/ssnumber](http://www.socialsecurity.gov/ssnumber). They will give you a receipt verifying that you have applied. Please note that this step can only be taken within 30 days of your start date; do not go to a Social Security office prior to 30 days before your start date.

5. When your Social Security card arrives in the mail, bring it to the HFS payroll office located in suite 108 at the HFS Central Office in Terry Hall at 1045 NE Campus Parkway. You should also take your Social Security Card to the UW Registrar’s Office in Schmitz Hall on the second floor after you bring it to HFS payroll.

Locating Social Security
The Social Security Online, Seattle region website is at [http://www.ssa.gov/seattle/](http://www.ssa.gov/seattle/). There are several Social Security offices in the Seattle area including the following locations.

<table>
<thead>
<tr>
<th>Social Security Administration</th>
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<tbody>
<tr>
<td>Suite 901</td>
<td>Suite B</td>
</tr>
<tr>
<td>915 2nd Ave</td>
<td>13510 Aurora Avenue N</td>
</tr>
<tr>
<td>Seattle, WA 98174</td>
<td>Seattle, WA 98133</td>
</tr>
</tbody>
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Replacing a Social Security card
If you have lost your Social Security card, you need to request a replacement as soon as possible because it can take several weeks for the new card to arrive. You will need the following forms of identification to provide proof of Citizenship and of Identity:

For office use only: social security verification form is available online at [http://iss.washington.edu/employment/ssn](http://iss.washington.edu/employment/ssn)
Citizenship:

Identity:
The Social Security Administration can accept only certain documents as proof of identity. An acceptable document must be current (not expired) and show your name, identifying information (date of birth or age) and preferably a recent photograph. For example, as proof of identity Social Security must see your:

- U.S. driver’s license;
- State-issued nondriver identification card; or
- U.S. passport.