

Social Security Number Request Letter (On-Campus Employment)

Student's Information

Name

Last, First Middle

PLU ID Number

SEVIS Number

This number can be found at the top right on the first page of your I-20. It has 10 digits and starts with N000 N000

Phone number

Your cell phone number is recommended.

PLU Email

Current Address

Example: 1120 Pacific Ave., Tacoma, WA 98447

Employer Verification

1. Nature of student's job (e.g. dining services student worker, computer lab assistant, cashier, etc):

2. Start Date:

3. Number of hours per week:

4. Department/organization:

5. Employer's name:

6. Title: _____

7. Extension: _____

8. Employer's signature:

9. Date: _____

An F1 student may work while the Social Security Number application is being processed. Employer may wish to reference SSA's fact sheet, Employer Responsibilities When Hiring Foreign Workers.

I Agree

On-Campus Employment

International students (F1) may work on campus for no more than 20 hours per week during the academic year and no more than 40 hours per week when classes are not in session over break.

Students must enroll for at least 6 credits in the current semester or upcoming semester in order to work on campus. For more details, please contact Student Employment.

Step 1: Print out this form and have your employer complete the Employer Verification section.

Step 2: Bring your passport and complete print-out of this form with the employer's signature to the Student Employment Office. You will be instructed to complete the applying process and receive the Approval Letter from Student Employment.

Step 3: Turn in the complete print-out of this form with the employer's signature to SIL front desk (1st floor of UC) to request for Employment Approval Letter from ISS.

*Step 4: Bring 2 Approval Letters, your passport, and I-20 to
Social Security Office
2608 S. 47th St., Tacoma WA 98409
1-800-772-1213
Monday - Friday 9:00am - 4:00pm*

After receiving your Social Security Card in the mail, please bring it to the Payroll Office to get copy for your file.

I have read and understood.