

## OBTAINING A SOCIAL SECURITY NUMBER

### INFORMATION FOR H-1B EMPLOYEES

A Social Security Number is required for employment at Portland State. To obtain a Social Security Number:

1. Wait to apply at least 10 days after your arrival in the U.S. If you do not wait, there can be substantial delays in issuance.
2. Take the following items to the Social Security Administration (SSA) office:
  - SSA Application for a Social Security Card (Form SS-5). The Application for a Social Security Card is located here at <http://www.ssa.gov/online/ss-5.pdf>
  - Employment Offer Letter from PSU
  - Employment Authorization Letter from the International Faculty Advisor (obtained after you meet)
  - Original I-797 Approval Notice (approval of your H-1B petition)
  - Passport with visa stamp and I-94 Departure Card (small white paper stapled in your passport)

The Social Security office nearest to PSU is located at:

1538 SW Yamhill

Portland, OR 97205

Hours: 9:00 AM – 4:00 PM

This office is accessible via the Portland streetcar line, which also runs through PSU's campus.

#### Other Social Security Office Locations

211 NE Schuyler Street, Portland, OR 97212

11950 SW 2nd Street, Beaverton, OR 97005

17421 SE McLoughlin Blvd, Portland, OR 97267

16145 East Burnside, Portland, OR 97233

#### **Application and Next Steps**

1. Be sure to provide a valid local mailing address (with correct zip code) in your application, as Social Security will mail your Social Security Card with the Social Security Number to the address you provide.
2. Make sure you request a **receipt** from Social Security. Your receipt is the only proof of employability you have until you receive your card in the mail. The receipt is valid for 90 days.
3. After applying for a card and getting a receipt: take the following documents to the Human Resources (HR) office:
  - Copy of letter of offer
  - Receipt for your application for a Social Security Number
  - Employment Authorization letter from the International Faculty Advisor (obtained after I review your immigration documents)
  - Passport with visa stamp and I-94 Departure Card
4. When you receive your Social Security card, take the card to HR so it can be copied for your file.
5. Memorize your Social Security number, and keep your card in a safe place; do not routinely carry it with you. **Be careful about sharing your Social Security number, even when you are asked for it.** For more information on protecting your personal information, see: <http://www.ssa.gov/pubs/10064.html> and <http://www.socialsecurity.gov/pubs/10002.html>. See “When am I legally required to provide my Social Security number?” on the SSA website’s Frequently Asked Questions as well.