



# International Programs

12401 SE 320<sup>th</sup> Street  
Auburn, WA 98092  
Phone: 253.288.3300  
Fax: 253.333.4940

[international@greenriver.edu](mailto:international@greenriver.edu)

## Employment in the U.S.

In order to obtain employment in the U.S. you must apply for a Social Security number (SSN). A Social Security number (SSN) is issued to track earnings over a worker's lifetime.

In order to issue a Social Security number the Social Security Administration requires evidence that you are eligible to work in the U.S., that you are a full-time student and that you have received a formal offer of on-campus employment. The Social Security Administration must also verify your immigration documents and status with Immigration before issuing the Social Security number.

**You will need to apply for a Social Security number (SSN) in person at a local Social Security office and have the following documents with you in order to apply:**

- Completed International Student Social Security Verification form (*see page 2*)
- Completed Social Security application form. Print from <https://www.ssa.gov/forms/ss-5.pdf>
- I-20
- Passport / Visa
- I-94 (Arrival/Departure Record). Print your I-94 at <https://i94.cbp.dhs.gov> (click on "GET MOST RECENT I-94")

### Please Note:

- New students may not apply for an SSN earlier than 10 business days after arriving in the U.S.
- Students may not apply for a Social Security card if the beginning date of their on-campus or CPT position is more than 30 days from the application date; or if the start date on your work permit (EAD card) is a future date
- Students cannot start working prior to receiving a social security number (SSN) unless they provide the receipt from the social security Administration that states they've applied for their SSN number.
- For questions about applying for a social security number contact Toya Turner, International Student Employment Specialist at [tturner@greenriver.edu](mailto:tturner@greenriver.edu) or (253) 833-9111 x2267

### Things to know / Helpful hints when going to the Social Security Office:

- The closest Social Security office is located at 321 Ramsay Way, at Kent Station (suite 401) next to the Green River College Kent Campus. Bus route #164 travels between Green River College and Kent Station.
- Directions and list of requirements are available in the International Programs office (IVD reception area) or you can get a map and directions to [Kent Campus](#).
- Expect long wait times (up to 3 hours)
- **Wednesday, Thursday, or Friday are the best days to go**
- Monday, Tuesday or the day after a holiday are the worst days to go

#### Address:

321 Ramsay Way, Suite 401  
Kent, WA 98032

#### Phone:

(800) 772-1213

#### Office Hours:

Monday	9:00 AM - 4:00 PM
Tuesday	9:00 AM - 4:00 PM
<b>Wednesday</b>	<b>9:00 AM - 12:00 PM</b>
Thursday	9:00 AM - 4:00 PM
Friday	9:00 AM - 4:00 PM
Saturday & Sunday	Closed



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## Social Security Verification Form

Complete sections 1 and 2 of the Social Security Verification Form with your hiring official/supervisor and submit the form to [Toya Turner](#) in IVD. Once your full-time status and on-campus employment eligibility has been verified an International Programs School Official will sign the form and notify you when the form is ready to pick up at the front desk.

### Section 1. To be completed by Student

Student Name: \_\_\_\_\_  
(Last) (First)

Green River Student Number: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

SEVIS # (on I-20): \_\_\_\_\_ Green River Email: \_\_\_\_\_

I confirm that I am registered for a full course of study (12 or more credits)

### Section 2. To be completed by Hiring Official / Supervisor – Verification of Employment

Green River College On-Campus Employing Department: \_\_\_\_\_

Green River College Employer Identification Number (EIN): 91 - 0814013

Job Location/Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Hours/Week: \_\_\_\_\_

Job Description: \_\_\_\_\_

This is to serve as notification that the student listed above has been offered employment.

I understand that F-1 students are not eligible to work more than 20 hours per week while school is in session. Full-time employment is permitted during vacation periods, provided the student intends to register for the subsequent quarter.

Hiring Official/Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 3. To be completed by International Programs School Official

I have verified that this student is enrolled full-time, has been registered in SEVIS and is therefore eligible to accept employment on-campus at Green River College.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*International Programs Designated School Official*