



New Hires

First Steps When You Arrive on Campus

Step 1

Your OSU hiring department will assist you in completing the New Hire Checklists in UKG.

Step 2

For newly employed H-1Bs at OSU, you will need to schedule an appointment with the HR Immigration Services Consultant (HR-ISC) when you arrive on campus to obtain your original I-797 Approval Notice and copy of your certified Labor Condition Application (LCA).

Contact Lizz Scott – Elizabeth.scott@okstate.edu to schedule an H-1B Approval appointment.

If you have previously worked for OSU, contact the HR Immigration Services Consultant and the International Tax Accountant for a new or renewed OSU Work Permit and I-9 compliance prior to your first day of employment in your new position.

Step 3

If you are from a country with which the U.S. has a tax treaty and you wish to take advantage of that benefit, contact Trisha Lyons, International Tax Accountant. You will need your SSN and your passport number. You must sign forms to receive the benefit of your tax treaty.

[Tax Information | Oklahoma State University \(okstate.edu\)](#)

Step 4



Everyone who works in the U.S. must obtain a Social Security Number (SSN). This is a government-issued number. The Immigration Services Consultant can answer questions about the process, but OSU does **NOT** issue the number. You must have a job **BEFORE** you apply for a Social Security Number.

If you do not already have a Social Security Number, you may go to the Social Security Administration (SSA) after you have received your original I-797 Approval Notice from the HR Immigration Services Consultant. The following documents must be taken to SSA:

1. Original I-797 Approval Notice
2. Passport
3. Most recent I-94
4. Completed [Social Security Card Application](#)
 - a. Your information on the Social Security Card application must match exactly as it appears on your passport (for example, include both last names if applicable).
 - b. Make sure to list a good Stillwater mailing address, as the SSN card will be mailed directly to you.

Stillwater Social Security Office Information

Address: 406 E Hall of Fame Ave, Stillwater, OK 74075

Phone: (888) 366-6143

TTY: 1-800-325-0778

The Stillwater Social Security Office is currently accepting walk-ins, but this is subject to change. We recommend calling before going to the office.

Office hours: Open Monday through Friday, 9 am – 4 pm.

Step 5

After your information is confirmed by SSA, you will normally receive the SSN card in the mail within 5 to 7 business days. The number will not be given over the phone nor may it be picked up by you at the SSA office.

Step 6

Take your SSN card to your department administrator to update your UKG record.