

## Social Security Verification Letter (On-Campus Only)

International students must have a Social Security Number (SSN) to begin employment in the United States. F-1 and J-1 students who apply for a SSN on the basis of on-campus employment must work with their on-campus employer to complete the form below. Once you have completed the first two sections of this form with you departmental supervisor or hiring manager, please submit to the Office of International Services (OIS) and allow up to 7 business days for completion. Students who already have a SSN do not need to re-apply.


### To be completed by the student

Last Name (Family): \_\_\_\_\_

First Name: \_\_\_\_\_

OSU Student ID: \_\_\_\_\_

Visa Type:  F-1 Student  J-1 Student\*

Current U.S. Address: Go to <https://ipconnect.oregonstate.edu> Click on  Select biographical information, then Local U.S. Address E-Form. \* You are required to report your address to SEVIS to maintain your immigration status.

\*J-1 students will also need an employment authorization letter from OIS or your program sponsor

### To be completed by Oregon State University Employer

This letter serves to confirm that the student named above will be employed with

(Department or Unit on campus) \_\_\_\_\_ in the  
position of \_\_\_\_\_

Anticipated Employment Start Date: \_\_\_\_\_ *\*Start date must be within next 30 days*

Anticipated Hours Per Week: \_\_\_\_\_

**Oregon State University EIN: 48-1278540**

Immediate Supervisor/Hiring Manager Name and Title (print): \_\_\_\_\_

Immediate Supervisor/Hiring Manager Contact Phone #: \_\_\_\_\_

Immediate Supervisor/Hiring Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by the Office of International Services

I have verified that this student is maintaining F-1 or J-1 status at Oregon State University and is eligible to accept on-campus employment. Under immigration regulations, this student is limited to 20 hours of employment per week while school is in session. Full-time employment is permitted during vacation or break periods, provided that the student intends to register full-time for the subsequent term.

Student's SEVIS ID #: N00 \_\_\_\_\_

International Student Advisor/DSO Name: \_\_\_\_\_

International Student Advisor/DSO Phone #: \_\_\_\_\_

International Student Advisor/DSO Signature: \_\_\_\_\_

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

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### Steps to acquiring a social security number

1. Receive an on-campus job offer.
2. Complete the first two sections of this form with your departmental hiring manager or supervisor.
3. If you are a new student at OSU and have not already attended International Student Orientation, you will need to complete the **Immigration Document Check-In** procedure described below and register full-time for your first term *before* ISAS can complete the Verification Letter.
4. Submit your Social Security Verification Letter to the OIS front desk. An OIS advisor will complete the form and return it to the front desk for pick up within 7 business days.
5. Bring your completed Social Security Verification Letter to the Social Security office in Albany to receive your social security number (please see below for directions and a list of required documents to bring with you). **The Student Exchange Visitor Program (SEVP) advises that applicants for a social security card should be in the United States for more than ten days before going to the social security office to apply.** This allows time for arrival data from the Port of Entry to be entered in the primary system that the social security administration uses for authorization validation.

### Immigration Document Check-In Procedure:

**Newly admitted students must bring the following documents for themselves and any dependents to the OIS front desk:**

- Current Oregon State University I-20 or DS-2019
- Valid Passport
- US Visa
- I-94 stamp or paper record inside your passport
- Copy of your previous school's I-20 or DS-2019 (if you are transferring from another U.S. school)
- A completed Immigration Document Check-in Biographical Data Form (available from the International Program's receptionist)

### What to bring with you to the Social Security Office

**Please bring the following items to the Social Security Office when you apply:**

- Current Oregon State University I-20 or DS-2019
- Valid passport
- Current I-94 paper record (if electronic, you can get the record at <https://i94.cbp.dhs.gov>)
- Completed Social Security Verification Letter (this form)
- **J-1 Students Only:** Employment Authorization Letter from OIS or Program Sponsor

### Nearest Social Security Office

SOCIAL SECURITY OFFICE  
Suite 110  
1390 Waverly Drive SE  
Albany, OR 97322

Hours: 9 am - 3 pm Mon, Tues, Thurs, Fri & 9 am - 12 pm on Wednesdays  
Social Security Phone Support: Mon. - Fri. 7 am - 7 pm (1-800-772-1213)