


Social Security Verification Form (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 _____ in the (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* OIS can complete the Verification Letter.
4. Visit the University Plaza during Drop-in advising hours (Monday - Friday, 2:00 to 4:30 pm). An international student advisor will complete the final portion of the Social Security Verification Letter, if you qualify. You may also drop off the letter at the OIS front desk and you will receive an email when the completed letter is ready for pick-up.
5. Bring your completed Social Security Verification Letter to the Social Security office in Albany to receive your social security number (you can only do this 30 days prior to the start of your employment) (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:

Newly admitted students must complete the Immigration Document Check-In process before the Social Security Verification Letter Form can be signed by an International Student Advisor. To complete the Immigration Document Check-In please go to:

- <https://ipconnect.oregonstate.edu/>
- Click on the blue button to login
- Login with your ONID username and password
- Click "Orientation" on the left
- Click "Immigration Document Check-In"
- Fill out each section and upload the appropriate documents

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 record (This is electronic, you should print a copy from here <https://i94.cbp.dhs.gov>)
- Completed Social Security Verification Letter (this form) and Social Security Card Form, available at www.ssa.gov/ssnumber
- **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

Please call for most updated hours
9 am - 4 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)