

## Employment Verification and Social Security Number Instructions

The Employment Verification Form serves as your authorization to work on-campus. You must submit this form to the Office of Student Employment and, in most cases you will only have to submit this form once during your time enrolled as a student at Case Western Reserve University. If needed, this form will also serve as proof of employment verification that you will present to the Social Security Administration.

If you are paid through the Graduate Payroll, as a Research or Teaching Assistant, for example, you only need to complete the Employment Verification Form if you need a Social Security Number (SSN). No other paperwork is needed from our office.

### In order to apply for a Social Security Number, you will need to:

- Secure Employment. You can find on campus employment by visiting: <https://cwru.joinhandshake.com>.
- Have your employer complete Section 1 of the Employment Verification Form. They can request a standardized version by emailing international@case.edu. The form can be completed electronically, but signatures should be handwritten.
- You should complete Section 3: Terms and Conditions
- Visit the Office of International Student Services Office (ISS) during business hours (8:30am-5:00pm, Monday through Friday) to drop off your Employment Verification Form with Section 1 and Section 3 completed.
- You can collect your processed paperwork from ISS 2 business days later, after 1pm.
- After you have gone to the Social Security Administration and have a receipt for your SSN application, take your receipt and a copy of the Employment Verification Form to the Office of Student Employment in Yost 412. This step is only necessary if you are being paid through the Office of Student Employment.

### The Social Security Administration (SSA) requires the following items in order to apply for an SSN:

**\*\*If you have just entered the U.S. for the first time, you must wait at least 10 business days from the date of your initial entry \*\***

- Valid passport with F-1 or J-1 visa
- I-94 card (Print a copy at <https://i94.cbp.dhs.gov/i94/#/home>)
- Valid Form I-20 or DS-2019
- Employment Verification Form
- SSN Application form that you will fill out at the SSA

Directions to the 3 most easily accessible SSA offices are listed on the back of this handout, but you can go to any office that is convenient for you and apply for your SSN.

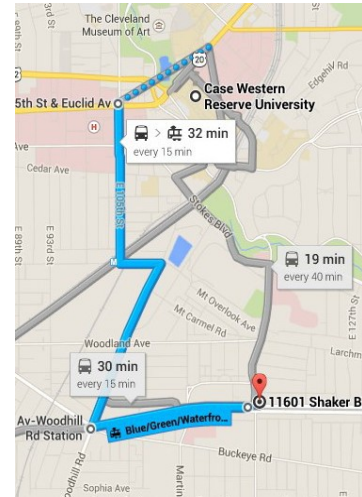
Office hours vary by location so we recommend that you consult the Social Security Administration Website ([www.socialsecurity.gov](http://www.socialsecurity.gov)) or contact them at 1-800-772-1213 for more information.

**Social Security—SHAKER**  
11601 Shaker Boulevard  
Shaker Heights, OH 44120

The office is on the corner of Shaker & E. 116<sup>th</sup>.

By Car: Use [google maps](#) for directions

By Bus: Take #8 bus from the Adelbert Road stop to the East 116<sup>th</sup> and Shaker Blvd. intersection.

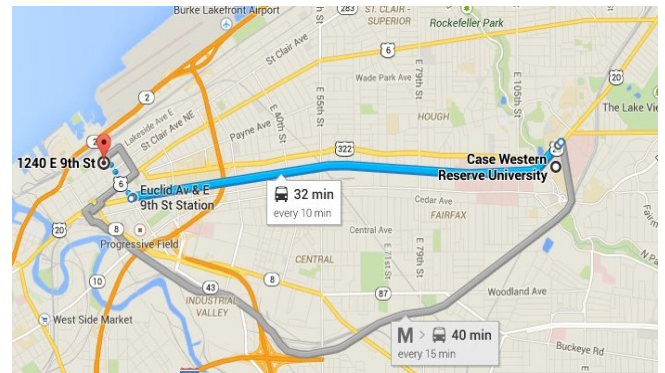


**Social Security—DOWNTOWN**  
Room 793 AJC Federal Building 1240 E. 9<sup>th</sup> Street  
Cleveland, OH 44199

The Federal Building is on the corner of E. 9<sup>th</sup> and Lakeside Ave, across from Cleveland City Hall. The office is on the 7<sup>th</sup> floor.

By Car: Use [google maps](#) for directions

By Bus: Take the Health Line west from Euclid Avenue to E. 9<sup>th</sup> Street. Walk north to Federal Building.

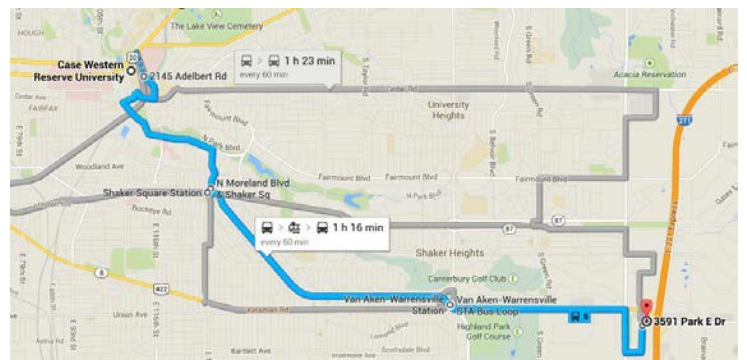


**Social Security –BEACHWOOD**  
3591 Park East Dr.  
Beachwood, OH 44122

The office is off 271 and is located between the Clarion Hotel and University Hospitals Center.

By Car: Use [google maps](#) for directions

By Bus: Take #48/48A bus from the University Circle Rapid Station to Shaker Square Rapid Station. Ride the Blue Line Rapid east to the end and take the #5 bus to Richmond Road. Walk along Park E. to office





## Employment Verification Form

### Section 1: To Be Completed by the Student's Employer

Student's Name as Printed in Passport: \_\_\_\_\_

Student's Network ID Number (xxx000): \_\_\_\_\_

Case Western Reserve University department/office: \_\_\_\_\_

Employment Identification Number (EIN): **34-1018992**

Student's Job Title: \_\_\_\_\_

Employment Start Date (mm/dd/yyyy): \_\_\_\_\_ Number of Hours per Week: \_\_\_\_\_

Which office is the student being paid through?: \_\_\_\_\_  
 [Office of Student Employment (hourly) or Graduate Payroll (stipend)]

**As the student's employer, I verify that the above stated employment information is accurate.**

Printed Name and Title of Employer: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Employer: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

### Section 2: To Be Completed by the Office of International Student Services

**I certify that the above-named student is enrolled as a(n) F-1/J-1 full-time student at Case Western Reserve University.**

Printed Name of Designated School Official: \_\_\_\_\_

Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

*Internal Use Only / Date of Initial Entry:* \_\_\_\_\_

### Section 3: To be completed by Student Terms and Conditions

Do you need a Social Security Number?

YES

NO

Date of Initial Entry to the U.S. on F-1/J-1 Status: \_\_\_\_\_

I, \_\_\_\_\_, fully understand the terms for qualifying, applying,  
Student's Full Name

and maintaining my on-campus work permission.

By signing below, I acknowledge that I have received this information and read it. I understand and agree to abide by the above and that all of the information as submitted on my application is true and correct.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By initialing below, I also acknowledge that I have read and fully understand the additional information and explanations as listed. If I fail to complete this section of the application, I understand that I will not be authorized for on-campus work permission.

**Rules and Policies**

**Initial here**

I understand that I must submit all application materials to ISS prior to beginning any on-campus work. If I do not properly submit application materials, I understand that I am not properly authorized, I am working illegally, and I am violating my visa status, all of which are grounds for the immediate termination of my F-1 student visa status.

\_\_\_\_\_

I understand that during the academic year (Fall and Spring semester) I am only permitted to work for a total of 20 hours per week and that this regulation is applicable to the work I do while authorized for on-campus employment and CPT authorization. The only time that I may work for more than 20 hours per week is during winter break, spring break, and the summer.

\_\_\_\_\_

If I plan to work for multiple employers at the same time, I understand that I can never work more than a cumulative total of 20 hours per week during the Fall and Spring semesters. I understand that it may be necessary to make adjustments or cancellations to previously authorized work permissions and that I may have to complete additional paperwork and/or ask my employers for additional materials to ensure that I comply with this regulation.

\_\_\_\_\_

I understand that there are very serious consequences for my actions and that my visa status could be terminated if ISS determines that I have violated regulations regarding work. I understand that working is a privilege, not a right, and that it is my responsibility as an F-1 student to remain in compliance with the federal regulations at all times.

\_\_\_\_\_