

## 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.

**ATTENTION GRADUATE PAYROLL STUDENTS:** 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:

1. Secure Employment. You can find on campus employment by visiting: <https://cwru.joinhandshake.com>.
2. Have your employer complete Section 1 of the Employment Verification Form. This form can be completed electronically.
3. You, the student, should complete Section 3: Terms and Conditions
4. Once you have Sections 1 and 3 signed, submit your form via Terra Dotta to the [Employment Verification Submission](#)
5. **The processing time is approximately 5-7 business days.** If you are a new student, you must have checked in with our office as well. See Check-In Instructions for assistance [here](#).
6. If you need an SSN and are working through the Office of Student Employment, 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. Please contact their office for COVID-19 related procedural updates to document submission!

### 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 signed by all parties
- [SSN Application form SS-5](#)

Directions to the 3 most easily accessible SSA offices are listed as well as special COVID-19 procedures for the SSA

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.

## **COVID-19 PROCEDURAL UPDATE FOR SSN APPLICATION**

**Last Updated: August 13, 2020**

While Social Security offices are closed due to COVID-19, you will need to schedule an appointment to submit your application for the SSN. ISS staff has spoken with staff at the Shaker Heights office and here is the protocol to follow:

1. Call 1-877-635-3546, then press "2" as an option for the first menu, then press "0" to speak with a staff member.
2. Tell the staff member that you would like to meet with a manager to apply for the SSN. Managers are generally available on Monday and Tuesday mornings.
3. The staff member will ask for your full, legal name to enter your appointment in the system. Speak very slowly and clearly. It will be helpful to spell your name using examples ( C for Charlie, A for Apple, T for Turtle, etc.).
4. A 30 minute appointment will be scheduled for you. You MUST be prompt. ISS recommends that you arrive 5-10 minutes early.
5. On the day of your appointment, you must have all of your documentation in order and completed:
  - a. Valid passport with F-1 or J-1 visa page (unless Canadian)
  - b. I-20/DS-2019
  - c. [I-94](#)
  - d. employment verification with ISS staff signature
  - e. [SS-5 application](#)
6. When you arrive for your appointment, go to the front door of the office, wearing a mask, and be ready to hand your completed paperwork to the manager. The manager will take your documents inside to process and return to let you know when everything is complete.
7. You should expect to receive your SSN at the address that you list on your SS-5 when it is ready.

If you need to visit a different Social Security Administration, you can find a location near you by [visiting their website](#). Call that office and ask what their SSN application process is.

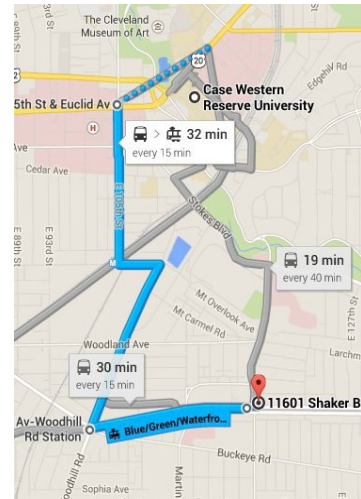
We hope this information is helpful to you!

**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 116th and Shaker Blvd. intersection.



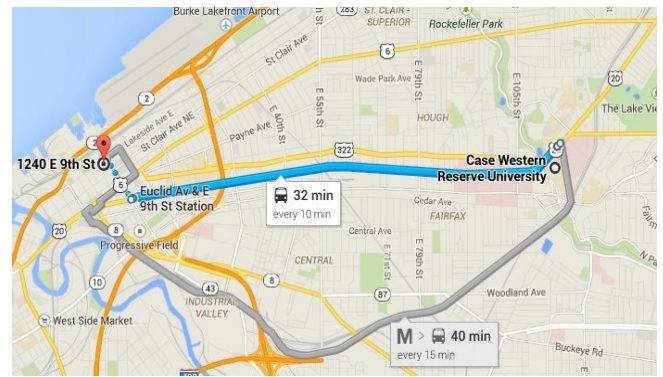
**Social Security - DOWNTOWN**  
**Room 793 AJC Federal Building 1240 E. 9<sup>th</sup> Street**  
**Cleveland, OH 44199**

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. 9th Street. Walk north to Federal Building.

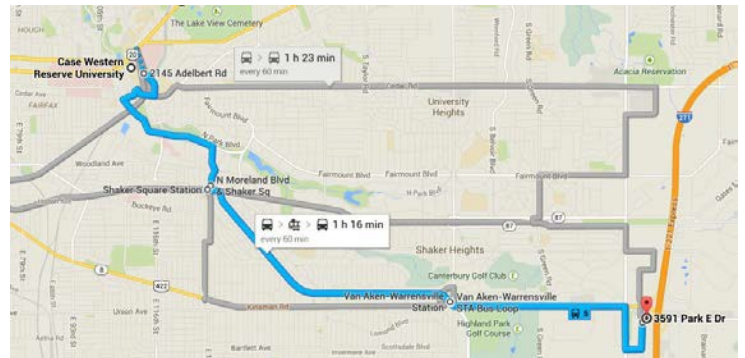


**Social Security - BEACHWOOD**  
**3591 Park East Dr.**  
**Beachwood, OH 44122**

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? \_\_\_\_\_

[Choose either Office of Student Employment (hourly) or Graduate Payroll (stipend)]

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

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

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

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

*you may sign digitally*

### 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 have a Social Security Number?

YES

NO

Date of Initial Entry to the U.S. on F-1/J-1 Status (cbp.gov/i94): \_\_\_\_\_

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: \_\_\_\_\_  
*you may sign digitally*

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 cancelations 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.

\_\_\_\_\_