

## Employment Verification and Social Security Number Instructions

The Employment Verification Form serves as a student's authorization to work on-campus. Students must submit their Employment Verification Form to International Student Services (ISS) for processing. Once the form has been processed by ISS staff, students must submit the completed form to the Office of Student Employment.\* In most cases, students will only have to submit this form once during the time that they are enrolled at Case Western Reserve University. If needed, this form will also serve as proof of employment verification that students will present to the Social Security Administration.

**ATTENTION GRADUATE PAYROLL STUDENTS:** If you are paid through 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). If you have an SSN, the Employment Verification form is not necessary.

### **To complete the Employment Verification process, a student will need to:**

1. Secure employment. You can search for on-campus employment at <https://cwru.joinhandshake.com>
2. Have the employer complete Section 1 of the Employment Verification Form. It can be completed electronically. The completed form must be returned to the student to submit with the request.
3. Submit the Employment Verification Form through Terra Dotta once Sections 1 is complete. [Click here to access Terra Dotta and submit a complete Employment Verification Form.](#)

**ISS' processing time is approximately 5-7 business days.** If you are a new student, you must check in with ISS before requesting employment verification. See [Check-In Instructions](#) for assistance.

\*If you need an SSN and are working through the Office of Student Employment, **you must comply with all of [Student Employment's guidelines for international students](#) and take immediate steps to apply for an SSN. Be sure to submit your SSN receipt to Student Employment within 7 business days of your job record being created in the HCM payroll system and to submit your Social Security card within 30 business days to Student Employment.** If you have question or concerns about Student Employment's guidelines, you must contact the [Office of Student Employment](#) directly.

### **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 before applying for the SSN. \*\***

- Valid passport with F-1 or J-1 visa
- I-94 card (Print a copy at <https://i94.cbp.dhs.gov/I94/#/home> by clicking on Get Most Recent I-94)
- Valid Form I-20 or DS-2019
- Employment Verification Form signed by all parties
- [SSN Application form SS-5](#)

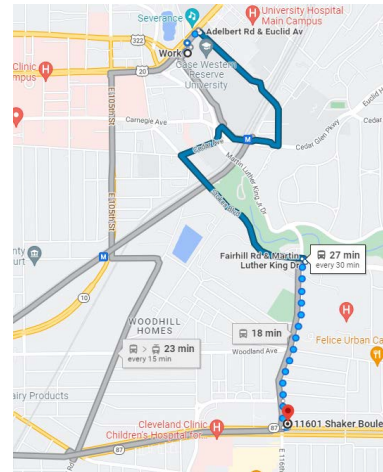
Directions to 3 local SSA offices are listed on the following page; however your zip code determines which office you should visit for service. We recommend that you consult the [Social Security Administration's website](#) or contact 1-800-772-1213 for more information about your local office and its operating hours to plan your visit.

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

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

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

By Bus: Take #48/48A bus from the Adelbert Rd and Euclid Ave stop to the North Moreland Blvd and Shaker Blvd. intersection.

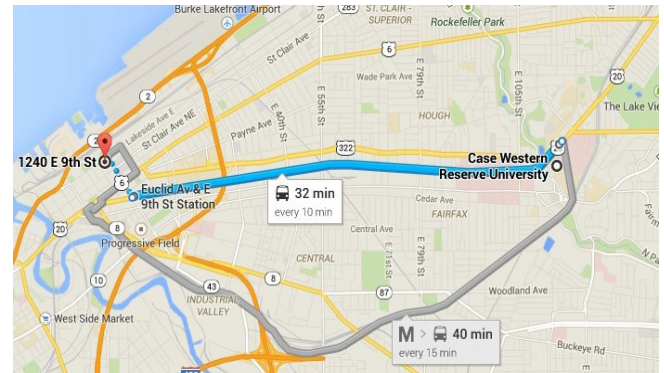


**Social Security - DOWNTOWN**  
**Room 793 AJC Federal Building 1240 E. 9<sup>th</sup> Street**  
**Cleveland, OH 44199**

The Federal Building is on the corner of E. 9<sup>th</sup> Street and Lakeside Avenue, 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.

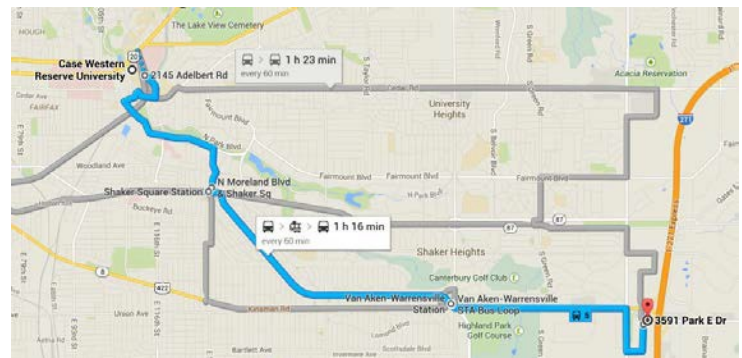


**Social Security - BEACHWOOD**  
**3591 Park East Drive**  
**Beachwood, OH 44122**

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 Adelbert Road and Euclid Avenue stop to E. 130<sup>th</sup> Street and Kinsman Road then take the #14/14 bus to 3600 Park East Drive and walk to the 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.

\_\_\_\_\_