



Employment Verification and Social Security Number (SSN) Instructions

The Employment Verification Form serves as a student's authorization to work on-campus AND as documentation needed to apply for a Social Security Number (SSN).

Students hired by the Office of Student Employment: Students must submit their Employment Verification Form to the VISA Office for processing. After the form has been processed by the VISA Office staff, students then must submit the completed form to the Office of Student Employment.* In most cases, students will only have to submit the Employment Verification 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 for applying for an SSN.

Students paid by Graduate Payroll: If you are paid through Graduate Payroll (for example, as a Research or Teaching Assistant) then you only need to complete the Employment Verification Form for purposes of applying for an SSN.

To complete the Employment Verification process and apply for SSN:

1. Student secures employment.
2. Employer fills out Section 1 of the Employment Verification Form and provides a "wet-ink" pen signature (no digital signature). The completed form is returned to the student.
3. Student fills out Section 3.
4. Student brings original Employment Verification Form (signed by employer) to the VISA Office. A VISA Office advisor will also provide a "wet-ink" signature, signing with a pen.
5. Student then takes completed Employment Verification Form to the Social Security office to apply for an SSN, according to the instructions on page 2.
6. [Note: Students who have been hired by the Office of Student Employment will need to return the Employment Verification Form to the Office of Student Employment.]

Reminder: *New students* must check in with the VISA Office before requesting employment verification. See [Check-In Instructions](#).

*If you are hired through the Office of Student Employment then **you must comply with all Student Employment's guidelines for international students**. If you have questions or concerns about Student Employment's guidelines, you may contact the Office of Student Employment directly at stu-employment@case.edu.

The Social Security Administration requires the following items to apply for an SSN:

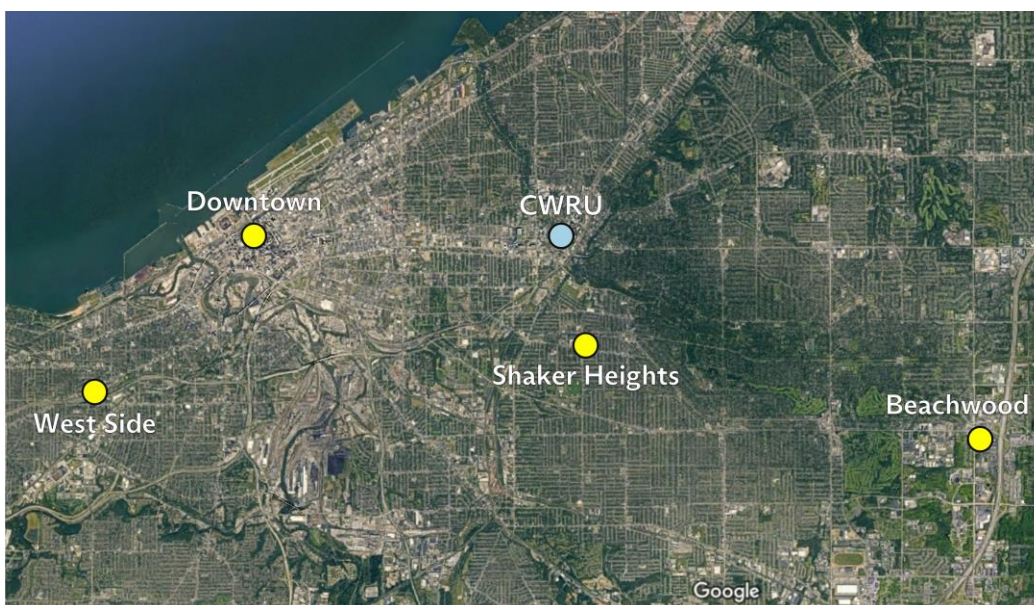
- Valid passport with F-1 or J-1 visa
- I-94 (Print a copy at i94.cbp.dhs.gov by clicking on “Get Most Recent I-94”)
- Valid Form I-20 or DS-2019
- Employment Verification Form signed by all parties
- SSN Application [form SS-5](#)

****IMPORTANT:** 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.**

Social Security Administration Office Locations

Four local SSA offices are listed below. 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 information about your local office and its operating hours to plan your visit.

<u>West Side</u>	<u>Downtown Cleveland</u>	<u>Shaker Heights</u>	<u>Beachwood</u>
7517 Lorain Ave Cleveland, OH 44102 Google Maps / Apple Maps	Room 793 (7 th Floor) AJC Federal Building 1240 E. 9th Street Cleveland, OH 44199 Google Maps / Apple Maps	11601 Shaker Boulevard Shaker Heights, OH 44120 Google Maps / Apple Maps	3591 Park East Drive Beachwood, OH 44122 Google Maps / Apple Maps





On-Campus Employment Verification Form

Section 1: To Be Completed by the Student's Employment Supervisor

Student's Name as Printed in Passport: _____

Student's CWRU Network ID Number (ex: abc123): _____

CWRU Department/Office: _____

CWRU Employment Identification Number (EIN): 34-1018992

Student's Job Title: _____

Employment Start Date: _____ Hours per week: _____
mm/dd/yyyy

Which office is the student being paid through?

Student Employment (i.e. hourly) Graduate Payroll (i.e. monthly stipend)

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

Name and Title of Supervisor: _____

Office Phone: _____ Email: _____

Signature of Supervisor: _____ Date: _____
wet signature *mm/dd/yyyy*

Section 2: To Be Completed by the VISA Office

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

Printed Name of Designated School Official (DSO): _____

DSO Signature: _____ Date: _____
mm/dd/yyyy

Date of Initial Entry: _____
mm/dd/yyyy



Section 3: To Be Completed by the Student

- Do you have a Social Security Number? YES [] NO []
Date of Initial Entry to the U.S. on current F-1/J-1 status (i94.cbp.dhs.gov): _____
Date of initial Entry may not match your most recent I-94 mm/dd/yyyy

Rules and Policies

Initial Here

I understand that I must submit all necessary documents to the VISA Office prior to beginning any on-campus or CPT work. If I do not properly submit those documents, I understand that I may not be properly permitted or authorized and that I could be working contrary to the permissions or authorizations outlined in the federal regulations, which could violate my visa status, and which could be grounds for terminating my F-1 student visa record. -----

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

If I plan to work for multiple employers at the same time, I understand that it may not be permissible to work more than a cumulative total of 20 hours per week during the Fall and Spring semesters. Therefore, I understand that it may be necessary to adjust or cancel previously permitted work 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 my visa status could be terminated if the VISA Office determines that I have violated federal 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. -----

I, _____, fully understand the terms for qualifying, applying, and maintaining my work permission/authorization.
Student's Full Name

By signing this document below and initialing above, 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: _____
mm/dd/yyyy