CASE WESTERN RESERVE
UNIVERSITY

VISA Office
Crawford Hall/Room 320

10900 Euclid Avenue
Cleveland, Ohio 44106-7047

Phone 216.368.6964
visa@case.edu
case.edu/visa

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) from the Social Security Administration (SSA).

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 must submit the completed form to the Office of Student Employment.

Additional information about what forms you need to submit to Student Employment can be found here.

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, the Employment Verification 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 the purposes of applying for an SSN.

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<u>To complete the Employment Verification process and apply for an SSN:</u>

1. Student secures employment, and the employer completes Section 1 of the Employment Verification Form and hand-signs the form (no digital signature).
2. Student completes Section 2 of the Employment Verification Form.
3. Student creates an "Employment Verification Form" request in Terra Dotta and uploads a scanned copy of the signed and completed Employment Verification Form. Student retains the original, signed form.
4. VISA Office creates and signs supplemental Employment Verification Letter and uploads the letter to Terra Dotta, which the student downloads and prints.
5. After the employment form and VISA Office letter are completed, student goes online to Social Security Administration's website to electronically apply for an SSN.
6. After the SSN application is submitted online, the student follows instructions to visit the designated SSA office to present employment and identification documents in person.
7. SSA generates a receipt notice that the student can present to the Office of Student Employment to show that they have applied for their SSN and start working.
8. Student receives SSN card in the mail and presents the card to Office of Student Employment or their academic department so that the student can be added to the HCM system (and properly report time and get paid).

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When you visit the Social Security Administration office, please remember to have the following documents with you:

- Valid Form I-20 or DS-2019
- 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")
- Employment Verification Form signed with a pen by employer (the original form; no copies)
- Employment Verification Letter signed by VISA Office (downloaded from Terra Dotta)
- SSN application's Online Control Number (generated after successfully submitting the online SSN application)

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.

REMINDERS

New students must **check in** with the VISA Office before requesting employment verification. See Check-In Instructions.

Once the Employment Verification Form has been submitted to the Office of Student Employment it will remain on file and valid until the completion of your current program.

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

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On-Campus Employment Verification Form

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

Student's Name as It Appears in Passport: _____

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

CWRU Department/Office: _____

CWRU Employer 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 of Employment Supervisor: _____

Title of Employment Supervisor: _____

Office Phone: _____   Email: _____

Supervisor Signature: _____   Date: _____
         sign with pen (no digital signature)   *mm/dd/yyyy*

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Section 2: 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](i94.cbp.dhs.gov)): _____
  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/J-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/J-1 student to remain in compliance with the federal regulations at all times.   –––––

I, _____, fully understand the terms for qualifying, applying,
   student's full name

and maintaining my work permission/authorization.

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: _____
sign with pen (no digital signature)   *mm/dd/yyyy*

Revised Nov 2024