

Employment Verification Form
Supporting F-1 Student Social Security Number Application

TO: Social Security Administration Field Office
221 West 5th Street
Lorain, OH 44052

I. VERIFICATION FROM ON-CAMPUS EMPLOYER

Employers:

- Federal regulations require F-1 students to be hired before applying for an SSN.
- Students may begin work and get paid by uploading their SSN application receipt to the OnBase "Student Employment Documentation Upload Form" with their other paperwork.
- Once Student Employment receives the necessary paperwork, a temporary PIN will be assigned to the student so they can log hours in TimeClock Plus while waiting for their SSN to arrive.
- For questions about F-1 regulations, contact ISSS at x55998; payroll, contact Human Resources at x58430; employment paperwork, email Student.Employment@oberlin.edu.

This is evidence of on-campus employment for: _____
Legal Name of F-1 Student

Position Held: _____

Job Start Date: _____ Number of Hours/Week: _____

Employer's Identification Number (EIN) _____ Employer's Phone Number: _____

Use 34-0714363 for all Oberlin Offices, vendors please use your company's individual EIN.

Employer (Name of Office or Vendor): _____

Printed Name and Title of Student's Supervisor: _____

Supervisor's Physical Signature

Date

II. VERIFICATION FROM THE INTERNATIONAL STUDENT RESOURCE CENTER

I certify that the above listed F-1 student is enrolled at Oberlin College and has been offered on-campus employment as specified above.

Signature of Designated School

Name of Designated School Official

Official Phone: (440) 775-5998

Date _____

Social Security Application Instructions

WHERE TO APPLY

Social security number applications must be submitted in person at:

Lorain County Social Security Administration
221 W. 5th Street Lorain, OH 44052
(866) 415-0172

The office is open 9:00 a.m.–4:00 p.m., M, T, Th, and F and 9:00 a.m. – 12:00 p.m. W, closed during federal holidays.

If transportation to Lorain is difficult please contact ISSS for assistance.

WHAT TO BRING

- Completed Form SS-5, which is available @ <https://www.ssa.gov/forms/ss-5.pdf>;
- Completed employment verification form. You must have an on-campus job in order to complete the employment verification form. If you are applying for a social security number (SSN) to provide to an off-campus employer, you must meet with a designated school official in the office to determine whether you are eligible to accept off- campus employment;
- a copy of your I-94 record, which is available @ www.cbp.gov/I94;
- your passport(s);
- your current I-20.

AFTER YOU APPLY

It normally takes up to two weeks for new cards to arrive, sometimes longer if additional verification is needed. Once you receive the card, you **must submit it to the Student Employment Office** (in the Department of Human Resources, located on the second floor of the Service Building, 173 W. Lorain St, Room 205). This will enable your SSN to be entered into Oberlin's payroll system. Keep your SSN card with your other important documents, such as your I-20 and passport. We recommend that you do not keep the original card in your wallet.

REPLACING A LOST SOCIAL SECURITY CARD

If you lose the card or if it becomes damaged, you will need to apply for a replacement following the same steps that you took to apply for the original card.