

OBERLIN

COLLEGE & CONSERVATORY

INTERNATIONAL STUDENT RESOURCE CENTER

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: Social security regulations require students on F-1 visas have verified employment in order to apply for a social security number. F-1 students may begin work while a social security number application is being processed. For questions about:

- the social security regulations for F-1 students, please contact Josh Whitson at x58462;
- payroll, please contact Human Resources at x55607; and
- student employment paperwork, please contact the Office of Student Employment at x55608.

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

Position Held: _____

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

Employer's Identification Number (EIN) 34-0714363 Employer's Phone Number: _____

Employer (Name of Office): _____

Printed Name and Title of Student's Supervisor: _____

Supervisor's 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. Thank you for considering the student's social security number application.

Signature of Designated School Official Name of Designated School Official

Phone: (440) 775-8462 Date _____

**INTERNATIONAL STUDENT
RESOURCE CENTER**

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 the ISRC for assistance.

WHAT TO BRING

- Completed Form SS-5, which is available @ <https://www.ssa.gov/forms/ss-5.pdf>;
- completed employment verification form: the 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, please bring it to Student Employment so your SSN can 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.