



Social Security Verification Form (On-Campus Only)

International students must have a Social Security Number (SSN) for employment in the United States. F-1 and J-1 students who apply for an SSN on the basis of on-campus employment must work with their on-campus employer to complete the form below. Once you have completed the first two sections of this form with your departmental supervisor or hiring manager, please submit the form to the Office of International Services (OIS). Allow up to 7 business days for completion. Students who already have an SSN do not need to re-apply.

To be Completed by the Student

Last Name (Family): _____ First Name: _____

OSU Student ID: _____ Visa Type: F-1 Student J-1 Student*

Current U.S. Address: Go to ipconnect.oregonstate.edu Click on the Login button. Select "Student Updates" then the "Local U.S. Address" E-Form. You are required to report your current residential address to SEVIS within 10 days of a change to maintain your immigration status.

*J-1 Students Only: You will also need an employment authorization letter from OIS or your J Program Sponsor in order to work. Go to ipconnect.oregonstate.edu Click on the Login button. Select "Employment Forms" then the "J-1 On-Campus Employment" E-Form. This on-campus employment authorization will need to be renewed yearly.

To be Completed by Oregon State University Employer

This letter serves to confirm that the student named above will be employed with
(Department or Unit on campus) _____ in the
position of _____

Anticipated Employment Start Date: _____ *Start date must be within next 30 days

Anticipated Hours Per Week: _____

Oregon State University EIN: 61-1730890

Immediate Supervisor/Hiring Manager Name and Title (print): _____

Immediate Supervisor/Hiring Manager Contact Phone #: _____

Immediate Supervisor/Hiring Manager Signature: _____ Date: _____

To be Completed by the Office of International Services

I have verified that this student is maintaining F-1 or J-1 status at Oregon State University and is eligible to accept on-campus employment. Under immigration regulations, this student is limited to 20 hours of employment per week while school is in session. Full-time employment is permitted during vacation or break periods, provided that the student intends to register full-time for the subsequent term.

Student's SEVIS ID #: NO

Designated School Official (DSO/ARO) Name: _____

Designated School Official (DSO/ARO) Phone #: _____

Designated School Official (DSO/ARO) Signature: _____ Date: _____



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Steps to Acquire a Social Security Number

1. Receive an on-campus job offer.
2. Your departmental hiring manager or supervisor may request that you complete this form through DocuSign. They will submit it to be approved by an international student advisor (Designated School Official or Alternate Responsible Officer) in the Office of International Services.
3. When the form is approved and electronically signed by all parties, you will get a digital copy of the completed form through email. A paper copy of the form with a "wet" (ink) signature from an international student advisor will be ready for pick-up in 130 University Plaza. A hard copy of your I-20 or DS-2019 with a wet signature will also be available.
4. If you do this form through DocuSign, it will be your responsibility to also get a wet signature from your supervisor on the form. The electronic DocuSign process is used for OSU's internal procedures, but the Social Security Administration office in Albany requires wet signatures on this document.
5. If you are a new student at OSU, you must complete the **Immigration Document Check-In** procedure described below and register full-time for your first term *before* OIS can complete the Verification Form. New students to the U.S. are advised to be in the country for at least 10 days prior to applying for a Social Security Number. This allows time for the Port of Entry data to be entered into the system that the Social Security Administration (SSA) office uses for validation.
6. Complete the online social security card application: <https://www.ssa.gov/ssnumber/>.
7. Bring your completed Social Security Verification Form and additional documents (see below) to the Social Security Administration office in Albany to receive your Social Security Number. The SSA office is currently accepting walk-ins; no appointment is necessary. Go to the office no sooner than 30 days prior to your employment start date.

Immigration Document Check-In:

Newly admitted students must complete the Immigration Document Check-In process before the Social Security Verification Form can be signed by an International Student Advisor. To complete the Immigration Document Check-In, follow these instructions:

- Go to: <https://ipconnect.oregonstate.edu>
- Click on the Login button
- Login with your ONID username and password
- Click "New Student Orientation" on the left
- Click "Immigration Document Check-In"
- Fill out each section and upload the appropriate documents

What to Bring to the Social Security Administration Office

Complete the online social security card application prior to visiting the Social Security Office: <https://www.ssa.gov/ssnumber/>

Please bring the following items to the Social Security Office when you apply:

- Current Oregon State University I-20 or DS-2019 with a wet signature
- Valid passport
- Current I-94 record (Go to: <https://i94.cbp.dhs.gov>. Click "Get Most Recent I-94." Enter passport info. Print the page.)
- Completed Social Security Verification Form (this form) with wet signatures
- **J-1 Students Only:** Employment Authorization Letter from OIS or J Program Sponsor

Nearest Social Security Office

SOCIAL SECURITY ADMINISTRATION (SSA)
1390 Waverly Drive SE
Suite 110
Albany, OR 97322
Phone assistance may be available at 1-877-405-9196 or 1-877-840-0538.

If you are outside of the Corvallis area, find an office near you:
<https://secure.ssa.gov/ICON/main.jsp>

Social Security Administration Hours of Operation for Walk-in Service:

Monday to Friday: 9 a.m. to 4 p.m.
Closed Saturday and Sunday
Check website to confirm hours:
<https://secure.ssa.gov/ICON/main.jsp>