International students must have a Social Security Number (SSN) to begin employment in the United States. F-1 and J-1 students who apply for a 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 to the Office of International Services (OIS) and allow up to 7 business days for completion. Students who already have a 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 https://ipconnect.oregonstate.edu Click on the Login button. Select biographical information, then 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 will also need an employment authorization letter from OIS or your J Program Sponsor

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: ___________________________

Revised 4/22/2020
Social Security Verification Form (On-Campus Only)

Steps to acquiring a social security number

1. Receive an on-campus job offer.

2. Complete the first section of this form and then submit it through DocuSign to your departmental hiring manager or supervisor. They will submit it to be approved by an International Student Advisor, Designated School Official (DSO) or Alternate Responsible Officer (ARO) in the Office of International Services. Once it is approved, you will get a copy of the completed form through email.

3. If you are a new student at OSU and have not already attended International Student Orientation, you will need to complete the Immigration Document Check-In procedure described below and register full-time for your first term before OIS can complete the Verification Letter. New students to the US are advised to be in country for at least 10 days prior to applying for a Social Security Number to allow time for the Port of Entry data to be entered into the system that Social Security office uses for validation.

4. Bring your completed Social Security Verification Letter to the Social Security Administration (SSA) office in Albany to receive your Social Security Number. You can do this within 30 days prior to your employment (please see below for directions and a list of required documents to bring with you).

5. This DocuSign process allows OSU to know that you are eligible to receive a Social Security Number in the US. The Social Security Administration office in Albany may require you to get a physical signature on this form, also known as a “wet signature,” so you may wish to request that OIS mail you a version of this form with a wet signature on it prior to going to the Social Security office. For ways to contact OIS during this COVID-19 period of remote delivery of services, you can email us at ois.student@oregonstate.edu or visit our website for more options at https://internationalservices.oregonstate.edu/international-osu/contact-ois.

Immigration Document Check-In:

Newly admitted students must complete the Immigration Document Check-In process before the Social Security Verification Letter Form can be signed by an International Student Advisor. To complete the Immigration Document Check-In please go to:

- https://ipconnect.oregonstate.edu/
- Click on the Login button
- Login with your ONID username and password
- Click “Orientation” on the left
- Click “Immigration Document Check-In”
- Fill out each section and upload the appropriate documents

What to bring with you to the Social Security Office

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

- Current Oregon State University I-20 or DS-2019
- Valid passport
- Current I-94 record (This is electronic, you should print a copy from https://i94.cbp.dhs.gov)
- Completed Social Security Verification Letter (this form) and Social Security Card Form: https://www.ssa.gov/forms/ss-5.pdf
- J-1 Students Only: Employment Authorization Letter from OIS or J Program Sponsor

Nearest Social Security Office

SOCIAL SECURITY ADMINISTRATION
Suite 110
1390 Waverly Drive SE
Albany, OR 97322
https://www.ssa.gov/ssnumber/

During the COVID-19 situation, SSA offices are closed to the public https://www.ssa.gov/agency/emergency/

Since this application process requires them to view original identity documents, international students are not able to do online applications. Limited phone assistance and the potential to schedule an appointment may be available at 1-800-772-1213.