



Michigan Technological University

EMPLOYMENT VERIFICATION FORM

Supporting F-1/J-1 Student Social Security Number Application

TO: Social Security Administration
Suite 3
902 Razorback Dr
Houghton, MI
49931

I. VERIFICATION FROM ON-CAMPUS EMPLOYER:

This is evidence of on-campus employment for: _____
(Name – F-1/J-1 Student)

Nature of student’s job (e.g., wait staff, library aide, research assistant, etc.): _____

Date began working: _____ Number of Hours/Week: _____

38-6005955
Employer Identification Number (EIN) _____ On-Campus Employer (Name of Office) _____

Employer Telephone Number _____ Name of Student’s Immediate Supervisor _____

Supervisor’s Signature (Original) _____ Supervisor’s Title _____

Date _____

NOTE: An F-1/J-1 student may begin work while a social Security Number application is being processed. See instructions on page two of this form.

INSTRUCTIONS FOR THE STUDENT

Meet with your employment supervisor to complete the first part of this form.

Meet with International Programs and Services in the Administration Building, Room 131 for supporting letter.

Apply for a social security number (SSN) as directed by with International Programs and Services.

INSTRUCTIONS FOR THE EMPLOYER

Social Security Administration regulations require that international students on the F-1 or J-1 visa have a job on campus before they can be eligible to apply for social security numbers. However, these students may begin to work while a social security number application is being processed.

This form is to be typed on department letterhead containing the employer's original signature filled by the student's employment supervisor and contains information currently required by the Social Security Administration. Please instruct the student to meet with International Programs and Services after completion in your office.

If you have any questions about the social security regulations, please contact IPS at 487-2160.