SOCIAL SECURITY EMPLOYMENT VERIFICATION FORM
This form is to be used for those who are applying for a first time social security card.
The top portion is to be filled out by your direct supervisor, and the bottom portion by the International Office.

Social Security Administration
301 McKinley SW
Canton, OH 44702

STEP 1: Completed by Employing Department

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

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

_____

Start Date: _____   Number of Hours Per Week: _____

Employer Contact Information: **EIN# 34-0868798**

Walsh University   OR   Other Employer
(Employer Identification Number – EIN)

_____
Employer Telephone Number

_____
Student's Immediate Supervisor – Please Print or Type Name

_____   _____
 Employer Signature (Original)   Date   Signatory's Title

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at **http://www.socialsecurity.gov/employer/hiring.htm.**

Step 2: Completed by the Office of International Student Services

I certify that the above listed student is an F-1 student enrolled at Walsh University and has a position of employment. Please issue this student a social security number.

_____   _____
 Designated School Official (DSO) – Original Signature   Typed or printed name of DSO

_____   _____
                Phone   Date

Step 3: Student takes completed form to the Social Security Administration Office to apply for a
 social security card.