KENT STATE.
U N I V E R S I T Y

SOCIAL SECURITY EMPLOYMENT VERIFICATION FORM

Social Security Administration
444 Enterprise Parkway
Ravenna, OH 44266
330-294-7427

STEP 1: <u>Completed by Employing Department</u>

This is evidence of on-campus employment for: _____
<div align="center">(Name of F-1 Student)</div>

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

_____

Start Date: _____   Number of Hours Per Week: _____

Employer Contact Information: **31-6402079**_____
<div align="right"></div>
Kent State 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: <u>Completed by the Office of Global Education</u>

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

_____   _____
Designated School Official (DSO) – <u>Original Signature</u>   Typed or printed name of DSO

_____   _____
Phone   Date

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