

J-1 Social Security Verification Form

On-Campus Employment

Student (please print clearly)			
Student Name (FAMILY NAME, Given Name)		Last 4 digits of UCR Student ID #	
Street Address		Apt/Room #	Phone #
City	State	Zip Code	Address and Phone Updated in R'Web? Yes No
Do you already have a Social Security Number?		Yes	No

Employer		
Department Name		Employer ID (EIN)
Department Address		Department Phone
Start Date	End Date	Hours Per Week
Job Title / Description		
Hiring Manager Name		Title
Hiring Manager Signature		Date

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE USE ONLY

As a Designated School Official (DSO) at the University of California Riverside, I have verified that this student is in valid F-1 student status and is eligible to accept the above on-campus employment. Under F-1 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 periods, provided the student intends to register full-time for the subsequent quarter.

 Alternate Responsible Officer Signature

 Date

 Alternate Responsible Officer Name / Title (Printed)

Social Security Number Information for Students

A Social Security Number (SSN) is assigned to individuals who are authorized to work in the United States. The SSN is a way to report wages to the U.S. government. Applying for an SSN is free. You must apply in person.

Who is Eligible?

F-1 students are only eligible for an SSN if they have an employment offer.

J-1 students are eligible to apply for an SSN with or without an employment offer.

Locate the Nearest SSA Office

Visit the Social Security Administration Office nearest you. You can locate your closest office and hours of operation here: <https://secure.ssa.gov/ICON/main.jsp>

Documents to Submit for SSN Application

After completing your SSN application form, bring all of the documents listed below to your local SSA office:

- ✓ SSN Application form: <https://www.ssa.gov/forms/ss-5.pdf>
- ✓ Original I-20 (F-1) or DS-2019 (J-1)
- ✓ I-94 record (card or print out from CBP website)
- ✓ Your valid passport and visa
- ✓ SSN Verification Form signed by an ISS Advisor
- ✓ *Recommended: Bring a photocopy of all documents*

SSN Processing Timelines

In order to be issued a social security card, you must be in active SEVIS status and have completed the Personal Record form.

It may take a few business days for the SSA Office's system to be updated with your I-94 information and active SEVIS status. They recommend not to submit your SSN application until at least 10 days after your arrival and 2 business days after your SEVIS registration.

It may take up to 6 weeks for the social security card to arrive. Please do not contact the SSA office to inquire about the status of an application before the end of 6 weeks.

Please make sure the address on your application is correct. An incomplete/wrong address will prevent the U.S. Postal Service from delivering your social security card.

You are allowed to begin working before you receive your Social Security Number as long as you can show proof that you have applied for one.