

Social Security Verification Letter (On-Campus Only)

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 Student Services (OISS) and allow up to 5 business days for completion. Students who already have a SSN do not need to re-apply.

To be Completed by the Student

Last Name: _____ First Name: _____

PCC ID: _____

DATE OF BIRTH: ____/____/____

Visa Type:

F-1 Student

J-1 Student

Address: _____

*J-1 students will also need an employment authorization letter from OISS.

To be completed by Portland Community College (PCC) 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: _____

Anticipated Hours Per Week: _____

Portland Community College EIN: 93-0575187

Immediate Supervisor/Hiring Manager Name and Title (print): _____

Immediate Supervisor/Hiring Manager Contact Phone #: _____

Immediate Supervisor/Hiring Manager Signature: _____

Date: ____/____/____

To be Completed by an OISS SEVIS Team DSO

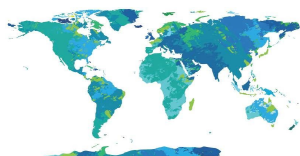
I have verified that this student is maintaining F-1 or J-1 status at Portland Community College and is eligible to accept on-campus employment. Under immigration regulations, this student is limited to 20 hours of employment per week while school is in session. Full-time employment is permitted during vacation or break periods, provided that the student intends to register full-time for the subsequent term.

Student's SEVIS ID #: N00_____ Does student have valid/unexpired passport? YES NO

OISS SEVIS Team DSO Name: _____

OISS SEVIS Team DSO Phone #: _____

OISS SEVIS Team DSO Signature: _____ Date: ____/____/____



Steps to Acquiring a Social Security Number

1. Receive an on-campus job offer.
2. Complete the first two sections of this form with your departmental hiring manager or supervisor.
3. If you are a new student at PCC and have not already attended International Student Orientation, you will need to attend orientation and register full-time for your first term *before* the Office of International Student Services (OISS) can complete the Verification Letter.
4. Submit your Social Security Verification Letter to the OISS front desk. An OISS SEVIS Team DSO will complete the form and return it to the front desk for pick up within 5 business days.
5. Bring your completed Social Security Verification Letter to a Social Security office (see list below) to receive your social security number (please see below for directions and a list of required documents to bring with you). ***The Student Exchange Visitor Program (SEVP) advises that applicants for a social security card should be in the United States for more than ten days before going to the social security office to apply.*** This allows time for arrival data from the Port of Entry to be entered in the primary system that the social security administration uses for authorization validation.

What to Bring With You to the Social Security Office

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

- Current Portland Community College I-20 or DS-2019
- Valid passport
- Current I-94 paper record (if electronic, you can get the record at <https://i94.cbp.dhs.gov>)
- Completed Social Security Verification Letter (this form)
- J-1 Students Only:** Employment Authorization Letter from OISS or Program Sponsor

Social Security Offices:

	Address	Hours
Near Rock Creek	11975 SW 2 nd St., Suite 100 Beaverton, OR 97005	9:00 AM – 3:00 PM M, T, Th, F 9:00 AM – 12:00 PM W
Near Cascade	1538 SW Yamhill St. Portland, OR 97205	9:00 AM – 3:00 PM M, T, Th, F 9:00 AM – 12:00 PM W
Near Sylvania	1538 SW Yamhill St. Portland, OR 97205	9:00 AM – 3:00 PM M, T, Th, F 9:00 AM – 12:00 PM W
Near Southeast Center	17925 SE Division St. Portland, OR 97236	9:00 AM – 3:00 PM M, T, Th, F 9:00 AM – 12:00 PM W

