



Social Security Number (SSN) Verification Form for On-Campus Employment

Instructions:

Step 1 – Once you are offered a position at the University of Miami, complete Part 1 of the SSN Verification Form and ask your on-campus employer to complete and sign Part 2.

Step 2 – Submit the SSN Verification Form and your [Form I-94](#) to International Student and Scholar Services (ISSS) for processing. You may pick up the completed SSN Verification Form from ISSS in 5 business days.

Step 3 - Take the completed SSN Verification Form, [Form I-94](#), Form I-20 (F-1 students) or Form DS-2019 (J-1 students), and passport to Social Security Administration (SSA) along with a foreign or US driver's license or your birth certificate. (Visit www.ssa.gov for information and directions to the SSA office nearest you.)

Step 4 - At SSA, complete [Form SS-5, Application for SSN](#). The name you enter on Form SS-5 must EXACTLY match the name reflected in your passport. You should request a receipt for verification that you have applied for a SSN.

Your Social Security card will be mailed to your home in approximately two weeks. The process may take up to one month if your records do not immediately appear in USCIS's SAVE system (Systematic Alert Verification for Entitlements).



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Section 1 - To be completed by Student

Last Name: _____ First Name: _____

Date: _____ C Number: _____

Section 2 - To be completed by Hiring Official

Name of UM Department: _____

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

Start Date: _____ Number of Hours/Week: _____

Employer Identification Number (EIN): **59-0624458**

Employer Telephone Number: _____

Name of Student's Immediate Supervisor: _____

I understand that F-1 and J-1 students are not eligible to work more than 20 hours per week while school is in session. Full-time employment is permitted during vacation periods, provided the student intends to register for the subsequent semester.

Employer's Original Signature: _____

Section 3 - To be completed by International Student and Scholar Services (ISSS)

I have verified that this student is enrolled full-time, has been registered in the Student & Exchange Visitor Information System (SEVIS) and is therefore eligible to accept employment at the University of Miami.

Name of Designated School Official: _____

Signature: _____ Date: _____