



International Student and Scholar Services 1306 Stanford Drive, UC 2275 Coral Gables. Florida 33146-6929

Phone: 305-284-2928 www.isss.miami.edu

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. Electronic signatures are acceptable.

Step 2 – E-mail the SSN Verification Form and your <u>Form I-94</u> to International Student and Scholar Services (ISSS) at <u>isss@miami.edu</u>. Your ISSS advisor will e-mail the completed form to you within <u>5</u> business days.

Check with your local SSA office to determine whether appointments or walk-ins are available. To access information about your local SSA office, enter your ZIP code in the Social Security Office Locator.

Step 3 – Print and 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 <u>Form SS-5</u>, <u>Application for SSN</u>. 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).

Step 5 - Report your SSN to the Office of the Registrar via the e-form at Social Security / Tax Identification Number Update Form.





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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 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:

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