



# F-1/J-1 International Student Employment Verification Letter for Social Security Number Application

Office of International Programs

STUDENT VISA TYPE:  F-1 visa  J-1 visa

STUDENT'S LEGAL NAME: \_\_\_\_\_  
Family Name First Name Middle Name

## 1. This section is completed by the student's on-campus employment supervisor.

This letter confirms that the student listed above will be employed on-campus. The student will work in the position of \_\_\_\_\_ with the \_\_\_\_\_ at Coastal Carolina University. The student is expected to begin on \_\_\_\_\_ for \_\_\_\_\_ hours per week. The student will not work more than 20 hours per week except during break periods or annual vacation. The student's job duties are described as follows: \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Supervisor's Signature Printed Name & Title Telephone Number Date

I understand that the student must complete all required paperwork with the Office of Human Resources and Equal Opportunity (HREO) no later than the first day of employment. Upon receipt of the official Social Security Card, the student **MUST** first take it to the Office of the Registrar (Baxley 222) and then to HREO (Prudential Bldg.) in order for the student's record and form I-9 to be updated. Supervisor's Initials: \_\_\_\_\_ Student's Initials: \_\_\_\_\_

## 2. This section is completed by the Office of International Programs and Services.

According to 8CFR 214.2(f)(9)(i) or 22 CFR 62.23(g)(1)(i-ii), the student listed above is permitted to work on-campus. During school sessions, the student may work up to an aggregate of 20 hours per week on-campus or more than 20 hours per week during break periods or annual vacation.

Furthermore, this letter certifies that the student listed above is a Coastal Carolina University student and is active in the Student and Exchange Visitor Information System (SEVIS) and is maintaining valid F-1 or J-1 student status. The student will be employed on-campus in the department/office listed above and will be performing the duties listed above.

Sincerely, \_\_\_\_\_  
Designated School Official / Responsible Officer Date

- Geoffrey Parsons, PDSO/RO, Director of the Office of International Programs and Services
- Melissa M. Paschuck, DSO/ARO, Assistant Director of International Student Services

## Important Information for Students

To ensure your immigration status can be verified with the Department of Homeland Security, we recommend you wait 10 days after your initial entry into the U.S. in student status to apply for a Social Security Number (SSN). In addition to this form, take the following documents with you to apply for a SSN: (1) DS-2019 or I-20, (2) Passport, (3) Visa, (4) I-94. A copy of your most recent I-94 can be obtained online: <https://i94.cbp.dhs.gov>.