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 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

Address: _____

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 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 DSO will complete the form and return it to the front desk for pick up within 5 business days.

5. Make an appointment at the Social Security office closest to you. Call 1-800-772-1213 to make your appointment.

6. 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 physical items to the Social Security Office when you apply:

- ❑ Current Portland Community College I-20 (Must be printed on paper with your signature in pen.)
- ❑ Valid passport
- ❑ Current I-94 paper record (Must be printed on paper. You can get the record at https://i94.cbp.dhs.gov)
- ❑ Completed Social Security Verification Letter (this form)

Social Security Offices:
(For hours of operation, please visit their website: https://www.ssa.gov/)

	ADDRESS
Near Rock Creek	11975 SW 2nd St., Suite 100 Beaverton, OR 97005
Near Cascade	1538 SW Yamhill St. Portland, OR 97205
Near Sylvania	1538 SW Yamhill St. Portland, OR 97205
Near Southeast	17925 SE Division St. Portland, OR 97236

To find the office closest to you, use the office locator on the Social Security Website:
https://secure.ssa.gov/ICON/main.jsp