



SOCIAL SECURITY NUMBER (SSN) SUPPORT LETTER

Student Name (must match your passport): _____
Last Name(s) First Name(s)

Date of Birth: _____ (MM/DD/YYYY) Email: _____

Address: _____

Year/Academic Level: _____ Major(s): _____

Employment Start Date: _____ Number of Work Hours/Week _____

During the academic school year, immigration regulations permit F-1 & J-1 students to work a maximum of 20 hours/week. If you are getting paid by Xavier, you must also meet with the Career Development Office, in the CLC. Visit www.xavier.edu/career or call (513) 745-3141.

Student's Signature _____ Date: _____

I certify that this student is enrolled full time at Xavier University and has a position of employment. Please assist this student in issuing him/her a Social Security Number (SSN).

Signature of Designated School Official (DSO)/Alternate Responsible Officer (ARO)

Printed Name of DSO/ARO & Title

Date

Email

Phone

Employment Verification

An F-1 or J-1 student may work while the SSN application is being processed. Employers may wish to reference SSA's fact sheet available here <http://www.socialsecurity.gov/employer/hiring.htm>.

Name of Employer: _____

Address of Work Location: _____

Name of Supervisor: _____

Supervisor's Email: _____

Supervisor's Phone: _____

Job Title/Position: _____

Description of Duties & Responsibilities: _____

Supervisor/Employer Signature

Date

FOR XAVIER UNIVERSITY CIE OFFICE USE ONLY

Intake:

Received by: _____

Date: _____

- Take in request and tell student/scholar this request may take up to 3 business days.
- Tell student/scholar that they will be emailed once the request is completed.
- Mark the request on the CIE Stats page for the "Intake Date" above.
- Place into INTAKE bin if you are not ready to assign this request.

Assign this Request:

- Pull the Student/Scholar's File.
- Clip Request onto the top of the File.
- Assign to Appropriate ISSS Staff :
 - ISSS Advisor: Undergrads, IEP, Other F-1s
 - ISSS Assistant Director: Grads, Exchanges/BSMP, Scholars, Other J-1s

ISSS Staff:

Look over student's Unofficial Transcript: Check for Fulltime Enrollment & Maintenance of Status.

Check Address in Banner/SEVIS

Review employment information and verify the "on-campus" employer.

Approve/Deny Support Letter. Endorse above if Approved.

Dispatch:

- Review the paperwork and make a copy of any product (new documents or letters) in GREEN.
- Put the GREEN and other supporting materials into their file.
- File the folder.
- Place the SSN Support Letter in the file cabinet at the front desk for pick up.
- Email the student/scholar that their request is completed and their Support Letter is available to pick up at the front desk during our office hours.

Notes: