

## Verification of Employment for the Social Security Administration

### Verification of Employment by Kansas State University

This is to verify that \_\_\_\_\_  
Student's Last Name First Name

has been offered employment in \_\_\_\_\_  
Name of Department

at Kansas State University, beginning \_\_\_\_\_.

\_\_\_\_\_  
Authorized signature for Department or Unit

\_\_\_\_\_  
Date

### Documents to bring to the Social Security Administration Office:

1. Verification of employment form from hiring department
2. Verification of employment eligibility from ISSS
3. Your passport
4. Your I-94
5. Your I-20, if you are an F-1 student or DS-2019 if you are a J-1 student
6. For J-1 students, if your sponsor is other than Kansas State University, you must bring a copy of a letter from your sponsor stating that you have permission to work.

***\*\*According to Social Security Administration regulations, you must be in the U.S. for at least 10 business days before you are eligible to apply for a Social Security number.***