

**Verification of Employment and Employment Eligibility
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

Verification of Employment Eligibility at Kansas State University

This is to certify that the above student is an F-1 or J-1 student at Kansas State University. This student is authorized to work on campus and is enrolled in a full course of study according to F-1 or J-1 Regulations.

Signature of Designated School Official

Date

Documents to bring to the Social Security Office:

1. This form
2. Your passport
3. Your I-94
4. Your I-20, if you are an F-1 student or DS-2019 if you are a J-1 student
5. 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 days before you are eligible to apply for a Social Security number.***

Directions from the International Student Center:

Head west on Claflin Road.

Turn left onto Hudson Avenue. The Social Security Administration Office will be on the right.

The Social Security Administration Office is located at 1121 Hudson Ave., Suite A. Their office hours are Monday through Friday 9:00 to 4:00.

The Social Security office will mail you the Social Security number. You will not receive the number immediately.

104 International Student Center, Kansas State University
Manhattan, KS 66506

Phone: 785.532.6448 Fax: 785.532.6607 Email: isc-fso@ksu.edu www.ksu.edu/intlstucenter