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   (WID or Date of Birth)

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 Admission Number
    a. This process has been automated: Please visit this link to obtain your I-94 Admission Number: https://i94.cbp.dhs.gov/I94/request.html. You will need to have a print out of the page for Social Security.
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.

**Report name and address using the "Blue Card" to the United States Postal Service so your card is correctly delivered.