

On-Campus Employment Offer Letter for Social Security Number Application

To the Social Security Administration:

This is evidence of employment for:	
Student's Position Title (e.g., library assistant, graduate assistant, etc.):	
Student's Duties:	
Start date:	Number of Hours/Week:
Department/Office of Employment:	
Employer Identification Number (EIN):	
Supervisor's Name:	Supervisor's Phone Number:
Authorized Employer Signature (Original – wet ink only):	
Authorized Employer's Full Name:	
Authorized Employer's Title:	Date:
<p>On Campus Employment for F-1 Students is governed by Federal Regulation: On-campus employment must be performed on the school's premises. During the Fall/Spring semesters: Students may work up to 20 hours per week. They may not exceed this limitation. During students' annual vacation (summer) – and fall, spring, and winter breaks, students may work more than 20 hours per week. If summer is the student's first (check I-20 for program start date) or final semester, on-campus employment is limited to 20 hours per week. Students are not allowed to work beyond their degree completion date. More than one on-campus job is permitted as long as students do not exceed the allowable total number of hours per week explained above.</p>	

This section is to be completed by International Student and Scholar Services (ISSS)

<input type="checkbox"/> I confirm that this is a University of Utah student in good immigration standing and has been activated/validated in SEVIS.	
Designated School Official/Responsible Officer Signature:	
Designated School Official/Responsible Officer Name:	Date:

Starting Fall 2023 semester, the ISSS and Social Security Administration will only accept an Employment Offer letter using this form.

How to use On-Campus Employment Offer Letter for Social Security Number Application Form?

This form is for requesting a Social Security Number (SSN) for the first time. If you have been previously issued an SSN in the U.S., your SSN belongs to you, and you do not need to request a new number. If your on-campus employer only needs to check your immigration status, you can submit an e-form called F-1 Status Verification for On-Campus employment through UAtlas.

For new and transfer F-1 students

1. After arrival at the University of Utah, you must enroll full-time.
2. Complete Post-Arrival Check In e-form.
3. Ask your department/employer to fill out the top part of the On-Campus Employment Offer Letter for Social Security Number Application Form. *Do not check the box in the bottom part and Designated School Official/Responsible Officer signature and name should be left blank.
4. Submit a Social Security Number Application Letter for On-Campus Employment E-Form through UAtlas. You will upload the form to this e-Form.
5. Processing time may take up to 10 business days after we have received the completed request.
 - If further information or documentation is needed, a DSO will contact you by email or phone.
 - You will be notified via email once approved to bring the original form to ISSS office for a wet signature.
6. Once you have the form signed by ISSS office, please complete the SS-5 application online at <https://www.ssa.gov/number-card/request-number-first-time>.
7. Schedule an appointment at your nearest SSN office by visiting <https://www.ssa.gov/agency/contact/phone.html> and clicking on Office Locator.
8. Take the following documents to a Social Security Administration Office.
 - Original On-Campus Employment Offer Letter for Social Security Number Application signed by the ISSS
 - Passport (along with old passport if it contains your F-1 visa)
 - I-20
 - I-94
 - Confirmation page from online application, a screen shot or the reference number for your application

Please visit [International Students and Social Security Numbers](#) to read more information regarding the documents required to obtain a social security number.

For continuing F-1 current students

1. Enroll full-time at the University of Utah
2. Ask your department/employer to fill out the top part of the On-Campus Employment Offer Letter for Social Security Number Application Form. *Do not check the box in the bottom part and Designated School Official/Responsible Officer signature and name should be left blank.
3. Submit a Social Security Number Application Letter for On-Campus Employment E-form through UAtlas. You will upload the form to this e-Form.
4. Processing time may take up to 10 business days after we have received the completed request.
 - If further information or documentation is needed, a DSO will contact you by email or phone.
 - You will be notified via email once approved to bring the original form to ISSS office for a wet signature.
5. Once you have the form signed by ISSS office, please complete the SS-5 application online at <https://www.ssa.gov/number-card/request-number-first-time>.
6. Schedule an appointment at your nearest SSN office by visiting <https://www.ssa.gov/agency/contact/phone.html> and clicking on Office Locator.
7. Take the following documents to a Social Security Administration Office.
 - Original On-Campus Employment Offer Letter for Social Security Number Application signed by the ISSS
 - Passport (along with old passport if it contains your F-1 visa)
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 - Confirmation page from online application, a screen shot or the reference number for your application

Please visit [International Students and Social Security Numbers](#) to read more information regarding the documents required to obtain a social security number.

Employment: ISSS reviews work related requests based upon the information provided to us by the student. If USCIS later determines that the student misused the work authorization or otherwise did not follow the required rules and regulations, additional immigration benefits could be denied by USCIS.

Disclaimer: International Student & Scholar Services (ISSS) provides support and information related to U.S. immigration laws and regulations related to F and J status at the University of Utah. ISSS staff are not attorneys and any information provided by ISSS should not be construed as legal advice. Individuals are welcome to consult a qualified immigration attorney for specific legal advice, particularly in complicated cases. For a list of local Utah attorneys please visit our website [here](#).