



Center for International Education  
3800 Victory Parkway  
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[www.xavier.edu/international](http://www.xavier.edu/international)

## 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](http://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 reference SSA's fact sheet available here <http://www.socialsecurity.gov/employer/hiring.htm>.***

Name of Employer: \_\_\_\_\_

Address of Work Location: \_\_\_\_\_

Employer EIN/TIN #: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Job Title/Positon: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_

Description of Duties & Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor/Employer Signature

\_\_\_\_\_  
Date

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**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:**