

## 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

The Social Security Administration (SSA) has a new Online Social Security Number Application. Once the SSN application is submitted online, you will be required to visit the office: <https://www.ssa.gov/ssnumber/> with the documents listed below.

The Social Security Administration Office is located at 1121 Hudson Ave Suite A.  
Phone: 877 840 5741

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/#/home>. 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.

***\*Enter the name above to match passport exactly.***

***To ensure accurate delivery of your mail, complete the appropriate address card. These address cards are available at ISSS or Central Mail Services, Dykstra Hall Rm 127.***