

## SSN EMPLOYMENT CERTIFICATION

**INSTRUCTIONS TO UA DEPARTMENT:** This form may be typed or completed by hand, but it **must be printed on your department letterhead**. The hiring department must complete Section A including an original signature. The student must then take this form with passport, I-20 or DS-2019 and I-94 card to Capstone International Services (CIS) for endorsement in Section B. The student will then submit this endorsed form with all other required materials when he/she applies for a number at the Social Security Office.

**PLEASE NOTE:** F-1 or J-1 students may work no more than 20 hours per week while classes are in session in fall and spring semesters, but they are permitted to work unlimited hours at the department's discretion during annual school breaks (i.e. summer, winter, and spring breaks).

**WORKING WHILE WAITING FOR AN SSN:** An F-1 or J-1 student may work while the SSN application is being processed. Departments may wish to reference SSA's fact sheet, "Employer Responsibilities When Hiring Foreign Workers": <http://www.socialsecurity.gov/employer/hiring.htm>.

### SECTION A: TO BE COMPLETED BY UA HIRING DEPARTMENT

Student's Full Name: \_\_\_\_\_  
Family/ Last Name (Surname)
Given Name (First)
Middle Name (if any)

|                 |  |
|-----------------|--|
| UA CWID Number: | UA Employer ID Number (EIN): <b>63-6001138</b> |
|-----------------|--|

Name of On-Campus Employer/UA Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

|                        |                           |
|------------------------|---------------------------|
| Employment Start Date: | Number of hours per week: |
|------------------------|---------------------------|

Nature of student's employment (e.g. student worker, lab assistant, etc.): \_\_\_\_\_

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

|                      |                     |
|----------------------|---------------------|
| Title of Supervisor: | Supervisor's Phone: |
|----------------------|---------------------|

**Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### SECTION B: VERIFICATION BY CAPSTONE INTERNATIONAL SERVICES

**Note: This section will be endorsed by CIS only after Section A is completed and signed.**

This is to certify that the student named above in Section A is an  F-1 Student or  J-1 Student attending The University of Alabama. The student is working or has been offered on-campus employment as described above in Section A. The student may apply for a Social Security Number on or after \_\_\_\_\_.

Name & Title of CIS Advisor: \_\_\_\_\_

**CIS Advisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Designated School Official (DSO)/Responsible-Alternate Responsible Officer (RO/ARO)**  
 Capstone International Services | The University of Alabama | 105 B.B. Comer Hall | Tuscaloosa, AL 35487-0254 | USA  
 Phone: 205-348-5402 | Fax: 205-348-5406 | E-mail: [international@ua.edu](mailto:international@ua.edu) | <http://is.ua.edu> | [www.ua.edu](http://www.ua.edu)