



Social Security Administration
Federal Building
1240 East 9th Street #793
Cleveland, Ohio 44115

To The Social Security Administration:

Section I

Hiring Manager/Department Admin Only:

This is evidence of employment for: _____
First Name Last Name CSU ID#

Program type as Indicated on the hiree's Form I-20: Degree-seeking ESL/Pathway

Title of student's job (e.g., library aide, research assistant, etc.): _____

Start Date: _____ Number of Hours per Week: _____

Employer information:

34-0966056 EIN

Cleveland State University

"Other" EIN # If not employed by CSU please provide the employment identification number.

Signature of Hiring Manager/Dept Admin

Position or Title

Print Name

Department

Date

Hiring Manager/Department Admin Telephone

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>.

Section II

The Center of International Services and Programs:

I certify that this student is enrolled as a full-time student at Cleveland State University and is employed or has the promise of employment. Please issue this student a social security number.

Designated School Official Signature

(216) 687-3910

Phone

Print Name

Date