

J-1 Social Security Verification Form

On-Campus Employment

Student			
Student Name (FAMILY NAME, Given Name)		Last 4 digits of UCR Student ID #	
Street Address		Apt/Room #	Phone #
City	State	Zip Code	Address and Phone Updated in R'Web? <input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	
Employer or Department Name	Employer ID (EIN)
Employer or Department Address	Employer or Department Phone
Start Date	Hours Per Week
Job Title / Description	
Hiring Manager Name	Hiring Manager Title
Hiring Manager Signature (<i>Must be original wet signature</i>)	Date

INTERNATIONAL STUDENTS AND SCHOLARS OFFICE USE ONLY

As a Alternate Responsible Officer (ARO) at the University of California Riverside, I have verified that this student is in valid J-1 student status and is eligible to accept the above on-campus or off-campus employment. Under J-1 immigration regulations, this student is limited to 20 hours of employment per week while school is in session. Full-time employment is permitted during vacation periods, provided the student intends to register full-time for the subsequent quarter.

 Alternate Responsible Officer Signature

 Date

 Alternate Responsible Officer Name / Title (Printed)

ISSOUse: **INSTATUS** **SEVIS ACTIVE**

Congratulations on your employment opportunity. Now it is time to apply for a Social Security Number.

We have two Social Security Administration offices nearby, the Riverside office and the Moreno Valley Social Security office.

If you are in the local area, please work with either the Moreno Valley office or the Riverside office. If you live outside of the Riverside/Moreno Valley area, please look up your nearest office and call them to see if they are taking walk-ins or are appointment based only.

You can locate your nearest SSN office and their contact information [here](#).

<p><u>Moreno Valley Office</u> 2285 Calle San Juan Lagos Moreno Valley, CA, 92553</p> <p>Office Number: 1-888-590-2705 Preferred Fax: 1-951-656-2217</p>	<p><u>Riverside Office</u> 10000 Magnolia Avenue Riverside, CA 92503</p> <p>Office Number: 1-866-931-4495</p>
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The Moreno Valley Office and Riverside Office are now taking in walk-ins, no appointment necessary. You must take the following documents with you:

- Your valid passport and a copy of your passport picture page
- A copy of Your visa sticker (found within your passport) or I-797 approval notice for COS
- Print out/copy of I-94 print out
- Original/photo copy of I-20 or DS-2019 Form **(Make sure that you sign your I-20/DS-2019)**
- Copy of the SSN application form along with your other documents. <https://www.ssa.gov/forms/ss-5.pdf>
- Are you a student working on campus (Student Assistant, GSR, TA)?
- You need to provide an original hard copy of your SSN verification form.
 - ✓ All signatures on the form must be an original wet signature. **(No digital signatures)**
- Are you student on CPT? Provide your CPT I-20 and offer letter.
- Full name and telephone number.

Good luck with your application process.

Email us at internationalstudents@ucr.edu once you have received your receipt and/or your SSN.