

# J-1 Social Security Verification Form

## On-Campus Employment

<b>Student</b>		
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? Yes No
Do you already have a Social Security Number?		Yes No

<b>Employer</b>	
Department Name	Employer ID (EIN)
Department Address	Department Phone
Start Date	Hours Per Week
Job Title / Description	
Hiring Manager Name	Title
Hiring Manager Signature	Date

### INTERNATIONAL STUDENTS AND SCHOLARS OFFICE USE ONLY

As a Designated School Official (DSO) at the University of California Riverside, I have verified that this student is in valid F-1 student status and is eligible to accept the above on-campus employment. Under F-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)

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. They are taking appointments for new SSN numbers only and local offices will determine the number the number and availability of appointments based on office size, availability of staff, and local guidelines.

Please be patient as they can only see so many individuals at a time. It is not unusual for it to take a month or longer to secure an appointment. 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 schedule an appointment. You can locate your nearest SSN office and their contact information [here](#).

**Moreno Valley Office**  
**22815 CALLE SAN JUAN**  
**DE LOS LAGOS**  
**MORENO VALLEY, CA 92553**

Office Number: 1-888-590-2705

Preferred Fax: 1-951-656-2217

The Moreno Valley Office has limited capacity, but is working hard to accommodate UCR students.

In order to make sure that no time is wasted, they would like you to fax your documents to them in advance so that they can make sure everything is in order before inviting you into the office to review your original documents and receive your receipt.

When you are invited for an in-person appointment at the Moreno Valley office, that generally means that everything has been verified and your receipt is ready for you upon the verification of original documents at your required in-person appointment.

If you would like to use the Moreno Valley office, you should fax a scanned copy of the following documents to 1-951-656-2217. You can send faxes from office and mailing stores around Riverside and Moreno Valley such as [UPS](#), Kinko's or Fed-Ex for a small fee.

After the Moreno Valley office has called you, you will need to take your original documents in for your appointment and follow all COVID-19 precautions that they require. It is recommended that you bring a cell phone to the appointment so that you can communicate from a safe distance. When fax them, please be sure to include your full legal name and a telephone number on the top of each page.

List of Documents: (everyone needs items 1 to 5)

1. Scan of Passport Picture Page
2. Scan of visa sticker in passport
3. Scan of I-94 print out
4. Scan of I-20 or DS-2019 Form (**Make sure that you sign your I-20/DS-2019**)
5. Copy of the SSN application form along with your other documents. <https://www.ssa.gov/forms/ss-5.pdf>
6. Are you a student working on campus (Student Assistant, GSR, TA)? You need to provide a scan of your SSN verification form.
  - a. Are you student on CPT? Provide your CPT I-20 and offer letter.
7. Are you a J scholar/postdoc? Copy of appointment letter and DS-2019.
8. Full name and telephone number.

## Riverside Office

10000 MAGNOLIA AVE  
RIVERSIDE, CA 92503  
Office Number: 1-866-931-4495

The Riverside Office will ask you to come in for an in-person appointment first and your receipt will be mailed to you approximately two weeks after everything is verified. When you go to the in-person appointment, please ask to see how long it will take you to receive a receipt. Please call the Riverside office directly for an appointment.

When you go into the Riverside office after you have secured an appointment, take the following original documents with you:

1. Passport and US entry visa
2. I-94 print out
3. I-20 or DS-2019 Form (**Make sure that you sign your I-20/DS-2019**)
4. Copy of the SSN application form along with your other documents. <https://www.ssa.gov/forms/ss-5.pdf>
5. Are you a student working on campus (Student Assistant, GSR, TA)? You need to provide a scan of your SSN verification form.
6. Are you student on CPT? Provide your CPT I-20 and offer letter.
7. Are you a J scholar/post-doc? Copy of appointment letter and DS-2019.luc

Good luck with your application process. Remember, it will take time to get an appointment during the COVID-19 pandemic. Email us at [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu) once you have received your receipt and/or your SSN.