

**International Student Job Hire Verification  
Idaho State University**

As of 13 October 2004, the Social Security Administration (SSA) requires that ALL international students who are applying for a new or replacement social security card present proof of employment to the Primary Designated School Officer (PDSO), Ms. Michelle Lewis. The PDSO will then write a letter to the SSA verifying the student's employment on the campus of Idaho State University. **Letters will not be written if the information is incomplete.**

Please remember that F1 and J1 students are only allowed to work 20 hours/week while school is in session and 40 hours/week during OFFICIAL school breaks (Thanksgiving, winter, spring and summer). Students in other visa categories might not be able to accept employment on campus at all. The Director of International Programs and Services can verify who can and cannot work on campus. 282-2794.

**It is the student's responsibility to secure the necessary information required by the Social Security Administration.**

FAMILY Name of Student: \_\_\_\_\_

First Name of Student: \_\_\_\_\_

SEVIS ID Number (begins with "N" and located below the bar code on the I-20): \_\_\_\_\_

Date employment will begin: \_\_\_\_\_

ISU department hiring the student: \_\_\_\_\_

Physical location of job: \_\_\_\_\_

Duties to be performed by student: \_\_\_\_\_

Full Name of supervisor: \_\_\_\_\_

Phone number of supervisor: \_\_\_\_\_

Email of supervisor: \_\_\_\_\_

Signature of supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Do not write in this area:

Received on: \_\_\_\_\_

Received by: \_\_\_\_\_  
 Date SS Letter written: \_\_\_\_\_