



F-1/J-1 Student Visa Holder Social Security Letter

INTERNATIONAL STUDENT & SCHOLAR SERVICES

A. This section is to be completed by student's employer/department

This letter serves to confirm that (legal name) _____ is or will be employed on-campus.

VU Department Name: _____

Position or title: _____

Description of Position: _____

Start Date of Employment (MM/DD/YYYY): _____

Hours per week: _____

_____	_____	_____	_____
Supervisor printed Name	Supervisor Title	Email address	Date

I understand that international students (on F-1 or J-1 Visa) cannot work more than 20 hours a week while classes are in session. *Vanderbilt policy limits work on campus to 19 hours a week, while classes are in session.*

Supervisor Signature _____

Student Signature _____

B. This section is to be completed by International Student and Scholar Services

As provided by 8CFR 214.2(f)(9)(i) or 22 CFR 62.23(g)(1)(i-ii), this Designated School Official/Responsible Officer certifies that the above named student is allowed to work on-campus a cumulative maximum of 20 hours per week during school sessions, and full-time during vacation periods and summer. Conditions to this employment are that the student must maintain valid F-1 or J-1 student status at Vanderbilt University.

As the student is in F-1 or J-1 visa status through Vanderbilt, he/she should present his/her passport, I-94 record, and I-20 or DS-2019, in addition to this form.

I confirm that this is a Vanderbilt University student in good immigration standing and has been validated in SEVIS.

Designated School Official/Responsible Officer

Date

- Jillian Hautman, Assistant Director, ISSS
- Margaret (Peggy) Knupp, Admin Assistant II, ISSS
- Kellie Mahoney, Int'l Student and Scholar Advisor, ISSS

- Andrea Pietrzyk, Assistant Director, ISSS
- Radhika Reddy, SEVIS Manager, ISSS
- Julia (Julie) Wilbers, Director, ISSS

NOTE: After receiving the SSN, students MUST first take their SSN card to the Registrar's Office (Baker Building 110), then to Human Resources to update the I-9. Students will have problems with their VUNETID if they fail to take their SSN card to the Registrar's Office first. Also, update your SSN with the Student Health Center.