



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 school is in session. *Vanderbilt policy limits work on campus to 19 hours a week, while school is 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, Sr Admin Assistant, ISSS
- Kellie Mahoney, Int'l Student and Scholar Advisor, ISSS

- Andrea Pietrzyk, Associate 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 University Registrar's Office (URO) located at 2305 West End Ave. Students will have problems with their VUNetID if they fail to take their SSN card to the URO first. Then update the I-9 with Human Resources. Also, update Glacier with ITO and update the SSN with the Student Health Center.