



UC SANTA BARBARA

Office of International Students & Scholars

3130 Student Resource Building
University of California
Santa Barbara CA 93106-7150
oiss.sa.ucsb.edu

TO: UCSB EMPLOYER

International students in the F-1 visa status who need to apply for a social security number (SSN) in order to be paid for work on campus are required by the Social Security Administration to provide a letter from their UCSB employing department that has been separately endorsed by the Office of International Students and Scholars (OISS). *PLEASE NOTE: Federal law does **not** require that employees have SSNs before they can be hired and begin work.*

The UCSB employing department needs to complete the top half of the letter and return it to the student or mail it to OISS (mail code 7150). The Office of International Students and Scholars will then endorse the department's information after verifying the student is enrolled for a full course of study. The student will pick up the letter from OISS and submit it with their social security application.

UCSB Employer Verification

Evidence of employment for: _____ Perm: _____
(Name of F-1 Student)

Employing Department _____

Brief Job Description: _____

Start Date: _____ Number of Hours/Week: _____

UCSB Employer Identification Number (EIN): **956006145**

Immediate Supervisor's Name: _____

Supervisor's Telephone: _____

Supervisor's Signature (Original): _____

Supervisor's Title: _____ Date: _____

Office of International Students and Scholars Verification

The above named student is in valid F-1 status and is in good standing at the University of California, Santa Barbara. The student is eligible to be employed in the capacity stated above.

Signature of Designated School Official (DSO) _____ Date _____

- Trevor Brandt Cristina Carney Maya James Madison Motoyasu
- Elizabeth Morgan Ashley Rifkin Erik Williams

UCSB F-1 ON CAMPUS EMPLOYMENT

International students can work on-campus up to 50% time (20 hours/week or less) during the academic terms and full-time during the academic break periods including summer quarter. Special authorization is not required to work on-campus as long as you are in valid F-1 student status, pursuing a full course of study. Once you complete your study program you are no longer eligible to be employed on-campus without special authorization – i.e., practical training. On-campus employment is employment engaged in at UCSB such as a teaching or research assistantship, employment in the University Center, library aide, etc. Generally speaking, this means that you will be receiving a paycheck from UCSB. On-campus employment opportunities can be found on Handshake.

SOCIAL SECURITY CARD APPLICATION FOR F-1 STUDENTS

Social security numbers (SSNs) will only be issued to F-1 students who have a properly completed UCSB Employer Verification Letter (see reverse). In addition, F-1 students must be registered for classes as full time students (graduates 8 units and undergraduates 12 units) before the Office of International Students and Scholars (OISS) can endorse the employment verification letter. If a student is submitting this form during their first quarter at UCSB, then that student should wait at least 10 days after OISS has endorsed the employer verification letter before applying for their number. If students apply before the 10 day waiting period, the Santa Barbara Social Security Office will not be able to verify their registration in the SEVIS immigration database. The Santa Barbara office will then be required to send the application to their regional office where it will take a minimum of 30 days to issue the number. Students will need the following documents to apply:

1. Form I-20 and I-94 (white card or printout from <https://i94.cbp.dhs.gov/>)
2. Passport (or original birth certificate—if passport exempt)
3. One other form of identification (driver's license, student card, health insurance card, marriage record, etc.)
4. Properly endorsed UCSB Employer Verification Letter (see reverse)

Social Security Administration

122 W. Figueroa Street
Santa Barbara, CA 93101
Phone: (866) 695-6285

Directions from UCSB/Goleta: If traveling by bus from UCSB, take the 24X bus to the downtown MTD Transit Center. The Social Security Administration is about one block from Transit Center.