



PONTIFICAL COLLEGE
JOSEPHINUM

7625 NORTH HIGH STREET
COLUMBUS, OHIO 43235-1498

INTERNATIONAL STUDENT EMPLOYMENT VERIFICATION LETTER

Section 1: To be Completed by the Student's Employer (Please Print)

Student's Name as Stated in Passport: _____

Student's Pontifical College Josephinum ID Number: _____

Place of Employment: _____

Employment Identification Number (EIN): _____

Nature of Student's Job: (i.e., food preparer, library aide, research assistant, etc.) _____

Employment Start Date (mm/dd/yyyy): ____/____/____ Number of Hours per Week: _____

As the student's employer, I verify that the above-stated employment information is accurate.

Printed Name and Title of Employer: _____

Office Phone: _____ Email: _____

Signature of Employer: _____ Date (mm/dd/yyyy): ____/____/____

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference the Social Security Administration's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet is available online at: socialsecurity.gov/employer/hiring.htm.

Section 2: (To be Completed by the Pontifical College Josephinum Registrar)
I certify that the above-named student is enrolled as a full-time student at the Pontifical College Josephinum.

Printed Name of PDSO/DSO: _____

Signature: _____ Date (mm/dd/yyyy): ____/____/____

In order to apply for a Social Security number, you will need to:

- ☐ Secure employment
- ☐ Wait at least two weeks from the date on your I-94 card to apply and after the first week of classes if you are a new international student
- ☐ Obtain the Employment Verification Letter from the Office of International Affairs
- ☐ Have your employer complete Section 1 of the Employment Verification Letter
- ☐ Come to the Office of International Affairs during scheduled advising hours with Section 1 of your Employment Verification Letter completed. Once you have done so, an Immigration Coordinator will complete the form by signing Section 2. The Social Security Administration requires the following items in order to apply for a Social Security Number:
 - ☐ Passport
 - ☐ Form I-94 (small white card in passport)
 - ☐ Form I-20 or DS-2019
 - ☐ Complete Employment Verification Letter
 - ☐ Complete Form SS5, which is available at the Social Security Administration or can be downloaded at ssa.gov/forms/ss-5.pdf

The Social Security Administration is located at 200 N. High Street in the Federal Building. Visit ssa.gov for the most up-to-date business hours.

Once you receive your Social Security Number by mail you must:

- ☐ Go in person with your Social Security card to the Registrar.

Identity Theft and Your Social Security Number

Be careful with your Social Security card and number. Show your card to your employer when you start a job, so your records are correct. Provide your Social Security number to your financial institution(s) for tax reporting purposes. Keep your card and any other document that shows your Social Security number on it in a safe place. DO NOT routinely carry your card or other documents that display your number. For more information, visit: <https://www.ssa.gov/pubs/EN-05-10064.pdf>.

Tax Information

Each year, the United States Internal Revenue Service (IRS) requires that all workers file a tax return which is due on April 15 of the following year. As a nonresident alien, you are also required to file a tax return, which is sometimes called Form 1040NR or Form 1040NR-EZ.

Form 1042-S

In order to complete your tax return, you will need some basic information about your employer, as well as detailed information about your income over the past year. As a nonresident alien, you will receive this information through Form 1042-S; U.S. citizens receive this information through Form W-2. The Pontifical College Josephinum is required to furnish your yearly 1042-S by March 15 of the following year.