Congratulations on the job offer! Next step is to apply for a Social Security Card (SSC) in order to legally work within the United States.

**STEP ONE:** You will need to obtain a letter from YOUR SUPERVISOR on university letterhead stating the following (see sample on page 2):

- Student’s full name
- Start date of employment
- Number of hours per week they will be working
- Office or department employing the student
- Job title or duties
- Whether the job is for pay or for reduced tuition or scholarship
- Employer EIN # (Cal Lutheran’s is: **95-2962604**)
- Employer’s telephone number
- Name of the student’s immediate supervisor
- Signature of the supervisor or department head & title

**STEP TWO:** You will need to take the signed letter from your supervisor to the Center for Global Engagement and ask for Linda Boberg. She will write a second letter for you, stating that you are eligible to work in the United States (current I-20 is required).

**STEP THREE:** Take the following documents with you to the Social Security Office located at:

**322 E. Thousand Oaks Blvd, Thousand Oaks, CA**

1. Both of your letters (Supervisor and Center for Global Engagement)
2. Your Foreign Passport with current admission stamp
3. Form I-94
4. Current Form I-20

**All documents must be originals**

**STEP FOUR:** Once you have applied for the Social Security Card, you will be eligible to begin working on-campus. Request a letter from the Social Security Administration listing your work eligibility and proving that you have applied for a SSN (see page 3). Wait to receive this letter and once received, bring it with you to the Student Employment Office along with the following forms:

- Form W-4
- Form I-9
- Foreign Passport with Visa inside
- Cal Lutheran ID
- I-20
- I-94

**STEP FIVE:** When you receive the Social Security Card in the mail, bring it to the Student Employment Office **ASAP**. Cal Lutheran will not be able to issue you a paycheck until you have provided us with your social security number and we have scanned in your new card.
September 1st, 2018

To Whom It May Concern,

The Office of Career Services has hired Mike Smith as a Student Assistant beginning on September 5th, 2018. Mike will be filing and answering phones under my supervision, Karen Jones, Career Counselor. Mike will be paid $12.00 per hour for 15 hours per week. The employer ID is 95-2962604. Should you have any questions regarding this employment, please call (805) 493-0000.

Sincerely,

Karen Jones
Career Counselor
California Lutheran University
**Form I-9 Completion Instructions for F-1 Students**

1. You will only need to complete the first page of the I-9.
2. Complete all highlighted fields below.
3. Provide one of the following: Your Alien Registration Number, Form I-94 Number, Foreign Passport Number.
4. Sign and date the document.
5. Bring this completed to the Career Services Office after you have applied for a social security card or if you already have one. Remember: we will also need to scan in your Visa, Foreign Passport, I-20, I-94, social security card (or letter), and your student ID.

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### Employment Eligibility Verification

**U.S. Citizenship and Immigration Services**

**Form I-9**

**OMB No. 1615-0047**

**Expires 08/31/2019**

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**START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the document presented has a future expiration date may also constitute illegal discrimination.

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### Section 1. Employee Information and Attestation

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Last Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potter</td>
<td>Harry</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>101 Memorial Pkwy</td>
<td></td>
<td>Thousand Oaks</td>
<td>CA</td>
<td>91362</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>Employee’s E-mail Address</th>
<th>Employee’s Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/31/2006</td>
<td></td>
<td><a href="mailto:Students@callutheran.edu">Students@callutheran.edu</a></td>
<td>805-493-3279</td>
</tr>
</tbody>
</table>

I attest, under penalty of perjury, that I am (check one of the following boxes):  

- [ ] A citizen of the United States
- [ ] A noncitizen national of the United States (See instructions)
- [ ] A lawful permanent resident (Alien Registration Number/USCIS Number): [ ]
- [X] An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): 12/31/2021

Some aliens may write “N/A” in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number:
2. Form I-94 Admission Number: 000000000000
3. Foreign Passport Number: 00000000

Country of Issuance: United Kingdom

**Signature of Employee**

*Harry Potter*

**Today’s Date (mm/dd/yyyy)**

2/13/2019

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**Preparer and/or Translator Certification (check one):**

- [X] I did not use a preparer or translator. **[ ]** A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparer(s) and/or translator(s) assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

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Email [studentemployment@callutheran.edu](mailto:studentemployment@callutheran.edu) with any questions.