



# CISP

## Center for International Services and Programs

Social Security Administration  
Federal Building  
1240 East 9<sup>th</sup> Street #793  
Cleveland, Ohio 44115

To The Social Security Administration:

### Section I

This is evidence of employment for: \_\_\_\_\_  
Name of Student CSU ID#

Nature of student's job (e.g., library aide, research assistant, etc.):  
\_\_\_\_\_

Start Date: \_\_\_\_\_ Number of Hours per Week: \_\_\_\_\_

### Employer contact information:

34-0966056 EIN  
**Cleveland State University**

If not employed by CSU please insert "other employer" employment identification number in the space provided

\_\_\_\_\_  
**Other Employer**

\_\_\_\_\_  
Employer Telephone Number

\_\_\_\_\_  
Employer Signature (Original)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Department

Date: \_\_\_\_\_

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>.

### Section II

#### The Center of International Services and Programs:

I certify that this student is enrolled as a full time student at Cleveland State University and is employed or has the promise of employment. Please issue this student a social security number.

\_\_\_\_\_  
Designated School Official Signature

(216) 687-3910  
\_\_\_\_\_  
Phone

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date