

# LINDENWOOD

## UNIVERSITY

### SOCIAL SECURITY NUMBER LETTER FOR F-1 STUDENTS

ALL FIELDS ARE REQUIRED

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#### THIS SECTION TO BE COMPLETED BY THE STUDENT

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Lindenwood ID #: A \_\_\_\_\_

SEVIS Number: N00 \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

#### STUDENT AFFIRMATION:

I understand that I must be in good standing academically, socially, and financially with the university as a Student Employee. If at any time I am found to not be, or I am otherwise found to be out of compliance with federal and state regulations, my work permission will be voided and a continuation of employment, paid or unpaid, will violate my immigration status.

(blue ink)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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#### THIS SECTION TO BE COMPLETED BY STUDENT EMPLOYEE OFFICE

The student named above has been offered employment with (Department or Unit Name) \_\_\_\_\_  
at Lindenwood University in the position of \_\_\_\_\_. The student's employment will  
begin once all the required paperwork has been submitted. The student will work an average of \_\_\_\_\_ hours per week.

Lindenwood University's EIN number is **92-2596370**.

(blue ink)

\_\_\_\_\_  
Student Employee Program Representative

\_\_\_\_\_  
Date

[LUHR@lindenwood.edu](mailto:LUHR@lindenwood.edu)

Ph: 636.949-4719

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#### THIS SECTION TO BE COMPLETED BY Office of International Students & Scholars

As permitted by 8CFR 214.2(f)(9), I grant permission for the above-mentioned student to work on-campus for a maximum of 20 hours while school is in session. I affirm the above mentioned student is an F-1 student attending Lindenwood University- St. Charles.

(blue ink)

\_\_\_\_\_  
Signature of DSO/PDSO

\_\_\_\_\_  
Date

- Roudina Thomsen, PDSO
- Jennifer Kiefer, DSO
- Jessica Annen, DSO
- Molly Moran, DSO

Email: [InternationalServices@lindenwood.edu](mailto:InternationalServices@lindenwood.edu)

Ph: 636.949.4982

*university seal*

What you need to take with you:

1. Full-time enrollment verification letter
2. Your I-20 & I-94
3. Job offer letter and DSO confirmation of status
4. Your passport (to verify your age & proof of identity)

**I-94 number** (if you do not have the paper document please request your I-94 number before visiting the Driver License Bureau. You can request your I-94 number following the link: <https://i94.cbp.dhs.gov/i94/request.html> )

Directions to Social Security Office:

From Highway 70 take Cave Springs Road exit #225

Turn left on Cave Springs Road

At the 2<sup>nd</sup> traffic light turn right on to Mexico Road

Go one mile then turn right on to Piper Hill Drive

Go to the stop sign and turn left on to Executive Centre Parkway.

The office is on the right side.

**Social Security**

**1-877-405-3570**

[www.ssa.gov](http://www.ssa.gov)

Fill out the online SSN application first and then schedule an appointment.

- You will want to “Request number for the first time”

4800 Executive Ctr Pkwy

St. Peters, MO 63376

Monday, Tuesday, Thursday, Friday: 9:00am – 4:00pm

Wednesday: 9:00am- 12:00pm

