

LINDENWOOD

U N I V E R S I T Y

SOCIAL SECURITY NUMBER LETTER FOR F-1 STUDENTS

ALL FIELDS ARE REQUIRED

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 Worker. 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

THIS SECTION TO BE COMPLETED BY ON CAMPUS EMPLOYER

The student named above has been offered employment with (Company Name) _____ with the job title 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. (No more than 20 hours a week.)

Hiring companies EIN number is ____ - _____.

(blue ink)
Sodexo Representative Date

☐ Theresa Cracchiolo, Controller, Sodexo Email: Theresa.Cracchiolo@Sodexo.com
☐ Joann Patrick, Sodexo Email: Joann.Patrick@Sodexo.com

Ph: 314-218-2745

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

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 2nd 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

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

