

Carnegie Mellon University

Office of International Education

5000 Forbes Ave, Cyert Hall Suite 101, Pittsburgh, PA 15213

Email: oiie@andrew.cmu.edu • Web: www.cmu.edu/oiie • Phone: (412) 268-5231

OIE Student/Scholar Request for Services

For processing purposes, please print these forms single sided (2 separate sheets of paper)

Surname/Family Name: _____ Given/First Name: _____

Andrew e-mail: _____ Date of Birth (mm/dd/yyyy): _____

US Phone #: _____ Passport Expiration Date (mm/dd/yyyy): _____

Residential Address (USA): _____
House/Building # Street (Apt/Rm#)

City

State

Zip Code

Requested Service:

- Travel Signature on my DS-2019
- Signature on my SSN Number Form
- Letter to help me obtain an SSN (J-1 Only)
- Other:

Status at CMU:

- F-1 Student
- J-1 Student
- J-1 Student Intern
- J-1 Researcher/Scholar
- H1-B Staff/Faculty

Signature: _____ Date: _____

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Social Security Number Form: F-1 or J-1 Student On-Campus Employment with CMU Vendor

Dear Social Security Administration officer:

The following student is a lawful non-immigrant at Carnegie Mellon University. This student is eligible for employment; this information is supplied per federal regulation (20 CFR 422.105) and in support of the student's social security number application.

Carnegie Mellon Department Employer: to be completed by the hiring department/supervisor

NOTE: The information requested below should be completed electronically. This form MUST have a handwritten signature.

Student's Name -As it appears on the student's passport.	Surname/Family Name	Given/First Name
Date of Birth (month/day/year)		
Carnegie Mellon on-campus employer or department name:		
Employer Address:	5000 Forbes Avenue, Pittsburgh, PA 15213	
Employer Identification Number:		
Position title:		
Employment start date:		
Number of units the student is enrolled in:		
Number of hours per week the student will be employed: <i>NOTE: Enrollment in 36 units or more permits students to work up to 20 hours per week for all on-campus employment combined.</i>		
Job duties (describe the work to be performed by the student):		

I certify that the student named above is working or has been offered the job described above:

Hiring Dept./Supervisor (Handwritten Signature)	Date	Hiring Dept./Supervisor (Printed Name)	Telephone

For OIE use only:

Basis for employment authorization – verified by an OIE Advisor (signature below)

Authorization for the restricted employment can be found in the Code of Federal Regulations at 8 CFR 214.2(f) for F-1 students; J-1 student authorization can be referenced at 22 CFR 62.23(g.) Students are allowed to work part-time (up to 20 hours per week) while school is in session and full-time during vacation periods (such as winter break or the vacation term.) For off-campus work, F-1 and J-1 students must apply for and receive work authorization.

OIE Advisor (Handwritten Signature)	Date	OIE Designated School Officer PHI 214F 10187000 OIE Alternative Responsible Officer P-1-00292