



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

International Student and Scholar
Services
1620 Melrose Ave
Knoxville, TN 37996-3531
865-974-3177
fax 865-974-2985
international.utk.edu

Social Security Number Employment Verification Memorandum

Instructions:

Section A of this form must be completed by the University of Tennessee, Knoxville (UT) hiring department. After Section A has been completed, bring the document to International Student and Scholar Services (ISSS) for final signature and verification before taking the document to the Social Security Office.

Section A: Completed by Hiring Department

Student's Full Name:

UT ID Number:

Student's Employment Position:

UT Employer ID Number (EIN): 62-6001636

Number of Work Hours per Week:

Employment Start Date:

Name of Hiring Unit:

Campus Address:

Name and Title of Supervisor:

Supervisor's Phone:

Supervisor Signature: _____ Date: _____

Section B: Completed by ISSS

This is to certify that the student named above in Section A is an F-1 Student or J-1 Student attending the University of Tennessee. The student is working or has been offered on-campus employment as described above in Section A. The student may apply for a Social Security Number on or after _____.

Name and Title of ISSS Signatory:

ISSS Signature: _____ Date: _____

ISSS Signatory is a Designated School Official (DSO) and/or Responsible or Alternate Responsible Officer (RO, ARO).