

# STUDENT/SCHOLAR REQUEST FOR OIE SERVICES

## ALL MUST FILL IN THIS BOX COMPLETELY

STATUS AT CMU:  Student (F-1/J-1/F-1 OPT)  Researcher/Staff/Faculty (J-1/H1B)  Student Intern (J-1)

SURNAME/FAMILY NAME: \_\_\_\_\_ GIVEN/FIRST NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CMU DEPT: \_\_\_\_\_

DATE OF BIRTH (mm/dd/yyyy): \_\_\_\_\_ PHONE: \_\_\_\_\_

RESIDENTIAL ADDRESS (USA): \_\_\_\_\_  
House/Building # Street (Apt/Rm#)

City

State

Zip Code

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Check here if you are a F-1 student on post-completion OPT.

Check here if you choose eShipGlobal for express mailing (FedEx/UPS) payable by credit/debit card. OIE will email you with instructions once your document is ready.

*Which service(s) would you like to request? Place a ✓ to indicate below.*

## IMMIGRATION DOCUMENTS

\_\_\_\_ 1. SIGNATURE ON MY I-20/DS-2019 FOR TRAVEL PURPOSES

\_\_\_\_ 2. REPLACEMENT I-20/DS-2019  LOST  STOLEN  DAMAGED  TRAVEL (OUT OF LINES)

OTHER: \_\_\_\_\_

## LETTER/SOCIAL SECURITY NUMBER REQUESTS

\_\_\_\_ 3. SIGNATURE ON SOCIAL SECURITY NUMBER (SSN) FORM (*F-1 students working on-campus only*)

\_\_\_\_ 4. LETTER TO HELP ME OBTAIN A SOCIAL SECURITY NUMBER (*J-1 students/J-1 student interns only*)

\_\_\_\_ 5. TRAVEL LETTER (*H-1B only*) Date Leaving: \_\_\_\_\_ Date Returning: \_\_\_\_\_

Destination(s): \_\_\_\_\_ Purpose of travel:  Personal  Professional  Both

\_\_\_\_ 6. OTHER (ITIN Letter, etc.) \_\_\_\_\_

**FOR OIE USE ONLY:** Pick up date: \_\_\_\_\_ Passport exp: \_\_\_\_\_

Last updated 2/2020



# Carnegie Mellon University

## Office of International Education

5000 Forbes Ave, Cyert Hall, Suite 101 Pittsburgh, PA 15213  
**Phone:** (412) 268-5231 • **Email:** [oiie@andrew.cmu.edu](mailto:oiie@andrew.cmu.edu) • **Web:** [www.cmu.edu/oiie](http://www.cmu.edu/oiie)

### Social Security Number Form: F-1 or J-1 Student On-Campus Employment

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, not in pen or pencil.***

|  |  |                                |
|--|--|--------------------------------|
| Student's Name<br><b>-As it appears on the student's passport.</b> | <b><i>Surname/Family Name</i></b>        | <b><i>Given/First Name</i></b> |
| 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:                                    | 25-0969449                               |                                |
| Position title:  |  |                                |
| Employment start date:   |  |                                |
| Number of hours per week the student will be employed:             |  |                                |
| 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