On-Campus Employment Form Instructions

If you are in valid F-1 or J-1 status with and on-campus job offer and no social security number you must use this form to apply for a social security number. Please read these instructions and follow them carefully to avoid any delays in applying for your social security number.

Steps for Completing the On Campus Employment Form

- Complete Section 1
- Ask your Supervisor to complete Section 2 – *(The employment start date must be a date in the future. The date must at least 5 business days from the date you intend to apply in person at the Social Security Office)*
- Bring the form, along with a print out of your Form I-94, to your International Student & Scholar Advisor (ISSA)
- Ask your ISSA to verify your student immigration status and complete Section 3

Note: Any alterations to the On-Campus Employment Form, including white-out or cross outs may make the form invalid. It may not be accepted by the Social Security Administration Office.

This form must only be completed once since once you apply for a social security number, you will have it for your lifetime and you will not need to complete this process again.

Please also review the “On-Campus Employment Instructions for International Students” for an overview of the entire process. This handout is available at the Slater International Center or at http://www.wellesley.edu/international/forms_resources.

If you have any questions about this form, please contact the Slater International Center at 781-283-2082 or kpabon@wellesley.edu.
On-Campus Employment Form

SECTION 1: STUDENT INFORMATION

Student’s Name ____________________________ (Last-as indicated on passport) (First-as indicated on passport)  
Student Banner ID # ______________________  
Immigration Status (check one)  
_____ F-1 Student  
_____ J-1 Student with employment  
_____ J-1 Student without employment (skip Section 2)

SECTION 2: EMPLOYER VERIFICATION

Department Offering Employment ________________________________________________________  
□ Employer’s Identification Number (EIN) 04-2103637 (for Wellesley College)  
□ Employer’s Identification Number (EIN) 34-0939177 (for Dining Services)  
Job Title ___________________________________________________________  
Job Description __________________________________________________________  
When does the student plan to go to the Social Security Office to apply for her social security number? __________ mm/dd/yyyy  

The expected start date MUST be a date in the future, at least 5 business days from the actual in person application for a SSN at the Social Security Office.*  
Expected Start Date* _________ Expected End Date ___________ Approximate Hours per Week __________  

Supervisor Name ____________________________________________________ Phone ____________________  
Supervisor Signature ____________________________________________________________________

SECTION 3: INTERNATIONAL STUDENT & SCHOLAR/DSO VERIFICATION

Please be advised that the above mentioned student is currently enrolled as a full-time student at Wellesley College maintaining lawful F-1/J-1 student status and is authorized to work part-time (up to 20 hours/week) on-campus during the semester or full-time during vacation periods. Please feel free to contact our office at 781-283-2082, if you have any questions.  
Designated School Official (DSO) ____________________________________________  
Signature of Designated School Official (DSO) ________________________________ Date _____________