International Student & Scholar Services

SOCIAL SECURITY NUMBER REQUEST FORM

The information below must be complete, and include the employer’s original signature.

TO THE SOCIAL SECURITY ADMINISTRATION:

Please find the information below as evidence of on-campus employment at Northern Kentucky University for the following F-1 or J-1 student:

Name of Student: ________________________________

Nature of Student’s Job (e.g. library aide, research assistant, etc.): ______________________________________

Start Date: ____________________________ (MM/DD/YYYY)

Number of hours/week: ________________________

Name of Employer: ________________________________

Name of Department: ________________________________

Name of Student’s Immediate Supervisor: _______________________

Immediate Supervisor’s Title: ________________________________

Signature: ________________________________

Date: ________________________________

Working While Awaiting a SSN

An F-1 or J-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA’s fact sheet, Employer Responsibilities When Hiring Foreign Workers. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at http://socialsecurity.gov/employer/hiring.htm

Northern Kentucky University’s PDSO/DSO or RO/ARO Contact Information:

Name: ________________________________

Signature: ________________________________

Date: ________________________________

Phone number: ________________________________