

F-1/J-1 Social Security Number Request

SECTION A: FOR EMPLOYER USE ONLY:

To Whom It May Concern:

This letter serves as evidence of on-campus employment for: _____
(Student: Last name, First name)

Student's date of birth: (mm/dd/yyyy) _____

Nature of student's job (e.g., food service staff, library aide, research assistant, etc.):

Start Date (mm/dd/yyyy): _____ Number of Hour/Week: _____

35-6002041 (Purdue University) Department: _____
(Employer Identification Number (EIN))

To be completed by the Employing Department (business office or hiring official):

Signature (Original)

Name (Please print)

Title

Telephone Number

Date (mm/dd/yyyy)

An F-1/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://www.socialsecurity.gov/employer/hiring.htm>

SECTION B: FOR INTERNATIONAL STUDENTS & SCHOLARS (ISS) OFFICE USE ONLY:

I confirm that the F-1/J-1 student is registered for a full course of study at Purdue University and has been offered employment as listed above. Please assist this student in obtaining a social security number.

Designated School Official - Original Signature
Alternate Responsible Officer

DSO/ARO Name (Please Print)

Phone

Date (mm/dd/yyyy)



International Programs

Obtaining a Social Security Number (SSN)

Changes in the regulations governing issuance of a social security number for F-1 and J-1 students now require that students obtain written proof of on-campus employment from the employer and confirmation by the Office of International Students and Scholars (ISS) that the student is registered for classes before applying.

Section A on the reverse side of this form is to be signed by the employing department's business office. If there is no business office, ask the employer to sign, or an assistantship offer letter may be used as proof of employment for Section A. An ISS immigration counselor (Designated School Official) must sign Section B.

Take the following items to apply for a Social Security number:

1. Valid passport
2. Valid visa
3. Form I-94 Departure Card (small, white card usually stapled in passport)
4. Current I-20 or DS-2019
5. The completed form on the reverse side with appropriate signatures or offer letter

NOTE: Your application for a Social Security number will NOT be accepted if one of the above items is missing.

After you receive your Social Security Number, notify your employer.

****Please note: At the start of each semester, a Social Security Administration representative will be on campus to take applications. Students will be turned away at the local SSA office until campus visits are completed.**

For a list of campus visit dates or a map showing the location, office hours and address of Social Security Administration, ask ISS.