

Certification of F-1 and J-1 Student On-Campus Employment for Social Security Number Application

Instructions: This form may be typed on-line but must be printed on original department letterhead. The hiring department must complete Section A including an original signature. The students must then take this form, along with passport, I-20 or DS-2019 and I-94 card, to the Student Employment Office for a signature in Section B and then to the Center for International Services for endorsement in Section C. Once endorsed, this form must accompany all other required materials when the student applies for a number at the Social Security Administration Office. Please note that international students in F-1 or J-1 status may work no more than 20 hours per week while classes are in session during the fall and spring semesters, but are permitted to work unlimited hours during annual school breaks (i.e., summer, winter and spring breaks).

A. Syracuse University Hiring Department Information

First name of the student (as it appears on Form I-20 or DS-2019)	Last name of the student (as it appears on Form I-20 or DS-2019)	Student's SU ID #:
Name of the on-campus employer/department (e.g., Library, Catering, Schine Dining, etc):		Employer Identification Number (EIN): 15-0532081
Employer / Department address (include city, state, and zip code);		
Nature of student's employment (research assistant, library aide, dining staff):		
Employment start date: (MM/DD/YYYY)	Number of hours per week:	
Name of student's immediate supervisor:	Title of student's immediate supervisor:	
Supervisor's telephone number:		
Signature of Student's Immediate Supervisor _____		Date Signed _____

B. HR Representative I-9 approved

Print Name	Signature	Date Signed
------------	-----------	-------------

C. Certification of Designated School Official at the Center for International Services

This section will be endorsed only after section A is completed and signed

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

Name of Designated School Official/Responsible-Alternate Responsible Officer: _____

Signature of International Student Advisor- Designated School Official/Responsible-Alternate Responsible Officer _____ Date Signed _____

