



On-Campus Employment Form For International Students Who Require A Social Security Number

The Social Security Administration requires notification from the University before it will issue a social security number to an international student for on-campus employment. International Students who are employed on-campus and require a social security number must present this completed form to the Social Security Administration to apply for a social security number.

This form must be completed by the hiring supervisor.

Student Name: _____

Identification Number: _____

Department Offering Employment: _____

Job Title: _____

Job Description: _____

Hours per week: _____ Start date: _____ End date: _____

Name of Supervisor: _____ Telephone #: _____

Supervisor's Signature: _____

Take this form to the Social Security Administration:

1 Corporate Center
20 Church Street
9th Floor
Hartford, CT 06103