



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

The Social Security Administration requires notification from the University of Hartford before issuing 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, who should be a regular full-time employee. In addition, this form requires a signature from the International Center (GSU 327) verifying F-1 student status and eligibility to be employed on campus.**

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: _____

I certify that this student is enrolled full-time at the University of Hartford and is authorized to accept on-campus employment without prior approval from the U.S. Citizenship and Immigration Service (under CIS regulations, 8CFR 214.2(f) (9)(i)).

International Center Signature _____ Date _____
(only valid with University seal or signatory stamp)

Employer ID # 06-0731360, University of Hartford

Take this form to the Social Security Administration:

2nd Floor
960 Main Street
Hartford, CT 06103
860.493.1857