



Center for International Education
Northern Arizona University
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SOCIAL SECURITY NUMBER REQUEST FORM

The information below must be typed or written on official school or department letterhead, and must contain the employer's original signature.

TO THE SOCIAL SECURITY ADMINISTRATION:

Please find the information below as evidence of on-campus employment at Northern Arizona 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: Northern Arizona University

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://www.socialsecurity.gov/employer/hiring.htm>.

Northern Arizona University's PDSO/DSO or RO/ARO Contact Information:

Name: _____

Signature: _____

Date: _____

Phone number: _____