



Slater International Center  
Wellesley College

106 Central Street  
Wellesley, Massachusetts 02481-8254

Phone: 781-283- 2082  
Fax: 781-283- 3615

## **F-1 On-Campus Employment Form**

### **For International Students Applying For Social Security Numbers**

The Social Security Administration currently requires notification from the College before it will issue a Social Security number to an F-1 international student for on-campus employment. Students must present this completed form and appropriate immigration documents, in person, to the Social Security Administration to apply for a Social Security number.

**This form must be completed and signed by BOTH the hiring Supervisor and the Designated School Official (DSO) from Slater International Center. In order for a DSO to complete this form, a copy of the student's Form I-94 must be attached.**

**FOR: HIRING DEPARTMENT**

Student's Name \_\_\_\_\_  
(Last-as indicated on passport) (First-as indicated on passport)

Student Banner ID # \_\_\_\_\_

Department Offering Employment \_\_\_\_\_

Employer's Identification Number (EIN) 04-2103637 (for Wellesley College) \_\_\_\_\_

Job Title \_\_\_\_\_

Job Description \_\_\_\_\_

Expected Start Date\* \_\_\_\_\_ Expected End Date \_\_\_\_\_ Approximate Hours per Week \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

*\*The expected start date should be at least 5 days in the future*

Supervisor/Contact Person \_\_\_\_\_ Telephone# \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

**FOR: SLATER INTERNATIONAL CENTER**

Please be advised that the above mentioned student is currently enrolled as a full-time student in F-1 status at Wellesley College. She is studying here in student status and is authorized to work up to twenty hours per week on-campus. Please feel free to contact our office at 781-283-2084, if you have any questions.

Designated School Official (DSO) \_\_\_\_\_

Signature of Designated School Official (DSO) \_\_\_\_\_ Date \_\_\_\_\_