

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

INSTRUCTIONS: This form must be printed on department letterhead. The hiring department must complete Section A including an original signature. The student must then take this form, along with passport, I-20 and I-94, to the ISSO for endorsement in Section B. 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 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. Boston University Hiring Department Information

First name of international student (as it appears on Form I-20):	Last name of international student (as it appears on Form I-20):	Student's BU ID #:
Name of the on-campus employer/department (e.g., Chemistry Department, Library, etc):		Employer Identification Number (EIN): 04-2103547
Employer / Department address (include city, state and zip code):		
Nature of student's employment (e.g., washing dishes, cashier duties, conducting research, teaching, counseling, administrative duties, etc.):		
Employment start date:	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. Certification of Designated School Official (DSO) at the International Students and Scholars Office (ISSO)

» This section will be endorsed by the ISSO only after section A is completed and signed. «

This is to certify that the student named above is an F-1 student attending Boston University. The student is working or has been offered on-campus employment as described above.

Name of Designated School Official at the ISSO: _____

Signature of International Student Advisor / Designated School Official

Date Signed

Boston University
International Students & Scholars Office
888 Commonwealth Avenue, Second Floor
Boston, MA 02215
Tel: 617/353-3565 Fax: 617/358-1170