On-Campus Employment & SSN Request

F-1 Students: Utilize this form to apply for a Social Security Number (SSN) based on on-campus employment.
   - For details on the SSN application process, visit the Glavin Office or www.babson.edu/isss

J-1 Students: Utilize this form for approval of on-campus work authorization.
   - Utilize this form to apply for a SSN based on on-campus employment or no employment.

INSTRUCTIONS: Student must complete Section 1; have their Babson hiring supervisor complete Section 2; then bring this form along with their I-94 (arrival/departure record) to the Glavin Office for DSO/ARO verification. Forms will be processed during Walk-In Advising Hours or can be dropped off for 24 hours processing.

SECTION 1: STUDENT

Student’s Name ___________________________________________________________ (Last) (First)          Date of Birth: ______________________

Immigration Status (check one)     _____ F-1 Student      _____ J-1 Student with employment
                         _____ J-1 Student without employment (skip section 2)

SECTION 2: HIRING SUPERVISOR

Employer’s Identification Number (EIN) ____________________________

Hiring Department ____________________________________________________________

Job Title ____________________________________________________________

Job Description ____________________________________________________________

__________________________________________________________________________

Expected Start Date mm/dd/yyyy          Expected End Date mm/dd/yyyy          Approximate Hours per Week ______

Supervisor’s Name ___________________________ Phone __________________

Supervisor’s Signature ___________________________

SECTION 3: GLAVIN OFFICE (HOLLISTER 220)

The above named student is currently enrolled as a full-time student at Babson and maintaining lawful F-1/J-1 student immigration status and as such is authorized to work part-time (up to 20 hours/week) on-campus during the semester or full-time (over 20 hours/week) during vacation periods. For J-1 students, on-campus employment authorization is granted in accordance with the U.S. Federal Regulations [22 CFR 62.23 (g) (1) (ii)] governing student status; it will be reported through SEVIS.

DSO/ARO Name ___________________________ Signature __________________

☐ DSO/ARO has updated SEVIS/ISSM (as applicable) Date __________________