

On-Campus Employment & SSN Request Form

You may not begin your on-campus employment until you have received your SSN card.

F-1 Students: Utilize this form to apply for a Social Security Number (SSN) based on on-campus employment.

J-1 Students: Utilize this form to apply for a SSN with or without on-campus employment or to obtain on-campus employment authorization; authorization is required for each on-campus employment opportunity.

INSTRUCTIONS: The student must complete Section One; Babson hiring supervisor/department must complete and sign Section Two. An international student advisor in ISSS/Glavin Office completes Section Three and returns the form to the student. All fields are required. *For complete details about on-campus employment and the SSN application process visit www.babson.edu/iss*

SECTION ONE: STUDENT

Student's Name _____ <small>(Last) (First)</small>	Date of Birth: _____ <small>mm/dd/yyyy</small>
Student's Email: _____	Student's U.S. Phone Number: _____
Immigration Status (check one): <input type="checkbox"/> F-1 Student <input type="checkbox"/> J-1 Student <u>with</u> employment <input type="checkbox"/> J-1 Student <u>without</u> employment <i>(skip section 2)</i>	

SECTION TWO: HIRING SUPERVISOR / DEPARTMENT

Employer's Identification Number (EIN) _____ <small>042-103-544</small>		
Hiring Department _____		
Job Title _____		
Job Description/Duties: _____ _____		
Expected Start Date _____ <small>mm/dd/yyyy</small>	Expected End Date _____ <small>mm/dd/yyyy</small>	Approximate Hours per Week _____
Supervisor's Name _____	Phone _____	
Supervisor's Signature _____		

SECTION THREE: INTERNATIONAL STUDENT ADVISOR / GLAVIN OFFICE

For submission, follow instructions at www.babson.edu/iss > Employment > On-Campus Employment

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 and will be reported through SEVIS.	
DSO/ARO Name _____	Signature _____
<input type="checkbox"/> DSO /ARO has updated SEVIS/ISSM (as applicable)	Date _____