

WELLESLEY COLLEGE

SLATER INTERNATIONAL CENTER

On-Campus Employment Form Instructions

If you are in valid F-1 or J-1 status with and on-campus job offer and no social security number you must use this form to apply for a social security number. Please read these instructions and follow them carefully to avoid any delays in applying for your social security number.

Steps for Completing the On Campus Employment Form

- Complete Section 1
- Ask your Supervisor to complete Section 2 – **(The employment start date must be a date in the future. The date must at least 5 business days from the date you intend to apply in person at the Social Security Office)**
- Bring the form, along with a print out of your Form I-94, to your International Student & Scholar Advisor (ISSA)
- Ask your ISSA to verify your student immigration status and complete Section 3

Note: Any alterations to the On-Campus Employment Form, including white-out or cross outs may make the form invalid. It may not be accepted by the Social Security Administration Office.

This form must only be completed once since once you apply for a social security number, you will have it for your lifetime and you will not need to complete this process again.

Please also review Slater website section “On-Campus Employment” for an overview of the entire process. The instructions are available at <https://www.wellesley.edu/international/employment/on-campus-employment>.

If you have any questions about this form, please contact the Slater International Center at 781-283-2082 or slatercenter@wellesley.edu.

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SECTION 1: STUDENT INFORMATION – Completed by Student

Student's Name	_____	_____
	(Last - as indicated on passport)	(First - as indicated on passport)
Student Banner ID #	_____	
Immigration Status (check one)	_____ F-1 Student	_____ J-1 Student with employment
		_____ J-1 Student without employment (<i>skip Section 2</i>)
Phone Number	_____	Email Address _____
When do you plan to go to the Social Security Office to apply for a social security number?	_____	
	mm/dd/yyyy	

SECTION 2: EMPLOYER VERIFICATION – All parts **MUST** be completed by Supervisor

Department Offering Employment	_____	
<input type="checkbox"/> Employer's Identification Number (EIN)	<u>04-2103637</u> (for Wellesley College)	
<input type="checkbox"/> Employer's Identification Number (EIN)	<u>34-0939177</u> (for Dining Services)	
Job Title	_____	
Job Description	_____	

<u>The expected start date MUST be a date in the future, at least 5 business days from the date that the student indicated they will go to the Social Security Office (noted in Section 1).</u>		
Expected Start Date*	_____	Expected End Date _____
	mm/dd/yyyy	mm/dd/yyyy
Approximate Hours per Week	_____	
Supervisor Name	_____	Phone _____
Supervisor Signature	_____	

SECTION 3: INTERNATIONAL STUDENT & SCHOLAR/DSO VERIFICATION

Please be advised that the above mentioned student is currently enrolled as a full-time student at Wellesley College maintaining lawful F-1/J-1 student status and is authorized to work part-time (up to 20 hours/week) on-campus during the semester or full-time during vacation periods. Please feel free to contact our office at 781-283-2082, if you have any questions.

Designated School Official (DSO)	_____	
Signature of Designated School Official (DSO)	_____	Date _____