International Student On-Campus Employment – Confirmation of Job Offer

Student Instructions: Student must complete Section 1; Bentley hiring supervisor must complete Section 2; CISS completes Section 3; This form is then submitted to SSN office with other materials.

Supervisor Instructions: Please complete this form for any international student who does not currently have a Social Security Number. International students on F-1 and J-1 visas are allowed to work on-campus up to 20 hours per week as long as the position is paid through the Bentley University payroll.
[Students who are already in possession of a valid Social Security Number do not need to complete this form.]

Section 1: Completed by Student

Student's Name: _____ Date of Birth: _____

Bentley ID: _____ Immigration Status (check one) _____ F-1 _____J-1

Section 2: Completed by Hiring Supervisor

In accordance with the Social Security Administration policies, this form is intended to certify that the student has been offered a paid hourly student position at Bentley University. The details of this employment are below, pending receipt of a Social Security Number and the correct filing of all required Federal and University paperwork. I also confirm that the student will be paid by the Bentley University payroll system.

Student Name _____ Bentley ID # _____

Job Title _____ Dept. Name _____

Start Date (MM/DD/YYYY): _____ (# of hours per week): _____

Supervisor's Signature: _____ Date: _____

Supervisor's Printed Name and Title: _____

Student Signature: _____ Date: _____

Employer's Identification Number (EIN): **04-1081650**

Section 3: Completed by a DSO in Bentley's Center for International Students and Scholars

The above named student is currently enrolled as a full-time student at Bentley University, is maintaining lawful F-1/J-1 student immigration status, and 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. The student will present their original visa documents to the SSA office with their application verifying their student status.

DSO Name & Title: _____ Today's Date: _____

Why do I need a Social Security Number?

A Social Security Number (SSN) is required to receive compensation for work in the US (F-1 on-campus employment, paid internship, Optional Practical Training (OPT) or J-1 Academic Training).

When can I apply for a Social Security Number?

You may apply for a SSN **only** if you have received a job offer. You must have entered the U.S. at least 10 days prior to submitting your application. You may not apply more than 30 days before the start of your job.

How Can I Apply for a Social Security Number?

- Download the SSN application from the Social Security Administration website www.ssa.gov; or obtain an application at a local Social Security Office.

- Complete and sign the application;

- Take the application and required documents (listed below) to any US Social Security office during regular business hours; and

- Allow at least two weeks for processing and mailing.

Present the following documents when you apply for a Social Security Number:

- Completed and signed SSN application

- Original Passport with F-1 or J-1 visa

- I-94 Arrival/Departure Record (printed from the cbp.gov website)

- Original Form I-20 (CPT/OPT) or DS-2019

- Original supervisor or job offer letter

- **For on-campus jobs only**, present the reverse side of this form, "International Student On-Campus Employment – Confirmation of Job Offer" signed by your campus supervisor

- **For OPT only,** EAD card

- Bentley ID card

When can I begin working?

You will be given a receipt immediately when you submit your SSN application. You may begin working as soon as you have the receipt proving that you filed for a SSN as long as your employer allows you to.

You cannot be paid, however, until you receive your SSN. **When you receive your Social Security Card** containing the SSN, sign it and take it to the Student Employment Office (for on-campus jobs) or the Human Resources Dept. at your place of employment (for off-campus jobs) to complete the required state and federal tax withholding forms. Once the forms have been completed and submitted, you are eligible to receive compensation for the work performed on the job. Keep your card in a safe place.

For more information: Social Security Administration website: www.ssa.gov