



Northern Kentucky University
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International Student & Scholar Services

SOCIAL SECURITY NUMBER REQUEST FORM

NKU Supervisors: Top portion is to be completed by supervisors only for each student with no reproduced information.

The information below must be complete and include the employer's original (not electronic) signature.

TO THE SOCIAL SECURITY ADMINISTRATION:

Please find the information below as evidence of on-campus employment at Northern Kentucky University for the following F-1 or J-1 student:

Name of Student: _____

Nature of Student's Job (e.g. library aide, research assistant, etc.): _____

Start Date (MM/DD/YYYY): _____ **(NKU supervisors: Employment start**

date must be reasonably after the date this form is completed by the supervisor and by the NKU PDSO/DSO or RO/ARO.)

Number of hours/week: _____

Name of Employer: _____

Name of Department: _____

Name of Student's Immediate Supervisor: _____

Immediate Supervisor's Title: _____

Signature: _____

Date: _____

Working While Awaiting a SSN

An F-1 or J-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://socialsecurity.gov/employer/hiring.htm>.

Northern Kentucky University's PDSO/DSO or RO/ARO Contact Information:

Name: _____

Signature: _____

Date: _____

Phone number: _____