



Northern Kentucky University
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International Student & Scholar Services

SOCIAL SECURITY NUMBER REQUEST FORM

The information below must be complete, and include the employer’s original 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)

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: _____