

Social Security Card Application Process For Student/Scholars Working at BSU

All students and scholars who will be employed on campus need to apply for a Social Security Card in order to be paid, and also for the purposes of filing taxes at the end of the year. The Social Security number is used by the U.S. government to identify wage earners for tax purposes. Therefore, you must be a wage earner in order to be approved for a Social Security number. If you will be receiving any kind of payment or financial compensation from BSU or any other institution, please consult with an advisor from ISSS first so that we can ensure and support your compliance with federal regulations. Unauthorized payment/employment may result in the termination of your SEVIS record. SSNs are not required and will not be issued for the following: drivers license, cell phone, rent/lease application, etc. Please contact ISSS if you have any questions.

Verification of On- Campus

Employment (SODEXO)- Application for Social Security Number form)

Take this form to your supervisor, who needs to fill it out in BLUEnk.

Once filled out by your supervisor, bring the form to ISSS, Minnock Institute for Global Engagement, Rm 101 in the Davis House.

IMPORTANT!: Only a BSU P/DSO or A/RO is authorized to verify your request for a SSN. An international advisor will review your form and contact you within 2-5 business days. Once approved you can take the form, as well as your immigration documents (passport, I-20/DS-2019, I-94 and visa) to any Social Security office (see below for the closest offices to BSU). At the Social Security office, you will fill out the form (SS-5) which can also be found on the Social Security website (http://www.ssa.gov/online/forms.html). Please note



Verification of International Student On-Campus Employmerfor Social SecurityAdministration

Supervisors please complete and sign in <u>BLU</u>Enk, and return to the student/scholar. The student/scholar should return the form to International Student and Scholar Services for certification prior to applying for a Social Security Number.

To whom it may concern: This is evidence of onampus employment for:			
(Na dhi bl t	/ b r)	
Nature of studentscholar			/office assistant,Professoretc.):
Start date:	As soon as possibl	9	Number of hours/week:
Supervisor contact information:			
Bridgewater State University Employer Identification Number (EIN): 237262639			
Supervisor Telephone Number:			
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Superv	isor		