



INTERNATIONAL RELATIONS AND THE BRENNAN CENTER

SSN Letter Request Form

Information: International students must have authorized on-campus employment to apply for a Social Security Number (SSN). To do so, students need a letter from their Designated School Official (DSO) for their SSA appointment. After submitting the necessary form and Employment Letter, the DSO will provide the required letter.

Instructions: Please complete this form to the best of your ability. We recommend typing your responses and printing the form for final signature(s); however, handwritten submissions are also accepted. **Completed request form alongside your Letter of Employment or inquiries on the process must be emailed to international@niagara.edu**

I. Student Information

Surname/Family Name: _____ Legal Given Name: _____

Student ID: _____ Date of Birth: _____

Phone: _____

College of: _____ Major: _____

Education level: Bachelor Master

II. On-Campus Employment Information

Campus Employer (full name of department or office, no abbreviations):

EIN: _____ Employer Telephone Number: _____

Start date: ____ ____ ____ Hours/week: _____

Position title (e.g. teaching assistant, library assistant): _____

Position description (brief): _____

Supervisor's name: _____

Supervisor's full title (no abbreviations): _____

Supervisor's Signature _____ Date: _____

IV. Student Acknowledgment

By submitting this form I certify that



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✓ I attest that all employment information on this form is complete and accurate.

✓ Per 8CFR 214.2(f)(9)(i), students in F-1 status are permitted on-campus employment up to 20 hours per week while classes are in session. Full-time employment is permitted during vacation periods, provided the student intends to register for the subsequent term.

* **Signature:** _____ **Date:** _____