



Brandeis University

Office of Student Financial Services
P.O. Box 549110
Waltham, MA 02454-9110

International Student Employment Form

To the Supervisor: Please complete this form for any international student who does not currently have a Social Security Number. **Students who are already in possession of a valid Social Security Number do not need to complete this form.**

Purpose: The Social Security Administration requires a letter certifying an offer of employment before it will assign the SSN for an international student. The Office of Student Financial Services, in collaboration with the Office of International Students and Scholars (ISSO), created this form so that we can assist students as they navigate the SSA policies.

To the Student: Please bring this completed form along with your Passport, I-20 or DS-2019, and your I-94 card to the ISSO to request a letter for you to take to the Social Security Office. ISSO will provide you with instructions on how to apply for the SSN.

To be completed by the Supervisor:

In accordance with Social Security Administration policies, this letter is intended to certify

that _____, _____ has been offered
Student Name SageID #

a position as a _____, a paid hourly student employee
Job Title

in the Office of _____, with a start date of _____,
Department Name mm/dd/yy (must be specific date)

working _____ hours per week pending receipt of a Social Security Number and the correct
of hours

filing of all required Federal and University employment paperwork.

Supervisor Signature Printed Name Date Extension

Student Signature Printed Name Date Email