



Certification for Social Security Number Application for J-1 Scholar

Instructions: Human Resources and the hiring department must complete Section A including printing the memo on departmental letterhead and providing an original signature. The student must then take this form to the Office of Research Programs for endorsement in Section B. Once endorsed, the student must take this form along with her/his DS-2019, passport, I-94 card, and visa (if applicable), to the Social Security Administration Office (100 S Clinton St) to submit an [Application For A Social Security Card](#).

A. SUNY-ESF Hiring Department Information

First name of the scholar (as it appears on DS-2019)	Last name of the scholar (as it appears on DS-2019)	Scholar's SUNY-ESF ID #:
Name of the hiring department (e.g., Library, Academic Department, etc):		Employer Identification Number (EIN): 14-1268361

Employer / Department address (include city, state, and zip code):
1 Forestry Dr., Syracuse, NY 13210

Nature of scholar's employment (research assistant, library aide, dining staff):

Employment start date (mm/dd/yyyy):	Number of hours per week:
Name of scholar's immediate supervisor:	Title of scholar's immediate supervisor:
Supervisor's telephone number:	

Signature of Scholar's Immediate Supervisor

Date Signed

B. Certification of Alternate/Responsible Officer

This section will be endorsed only after section A is completed and signed

This is to certify that exchange visitor named above is a J-1 scholar at SUNY-ESF. The scholar is working in the research position described above. The scholar may apply for a Social Security Number on or after _____.

Name of Alternate/Responsible Officer:

**Signature of Coordinator of International Education-
Alternate/Responsible Officer**

Date Signed

SUNY-ESF
Office of Research Programs
200 Bray Hall
Syracuse, NY 13210
Phone: (315-470-6606 Fax: 315-470-6779