



Certification of F-1 Student Off-Campus Employment for Social Security Number Application

Instructions: Please type requested information directly into the form and print on **company/organization letterhead**. The hiring company/organization must complete Section A including an **original signature**. The student must then take this form, along with their passport, I-20, I-94, and a copy of the job/appointment letter to the Office of International Education for endorsement in Section B. Once endorsed, the student must still apply for the SSN through the SSA Office. **Please note that international students in F-1 status may only work off campus with proper authorization.**

A. Hiring Company/ Organization Information

First name of the student (as it appears on I-20)	Last name of the student (as it appears on I-20)	Student's SUNY ESF ID #:
Name of the off-campus employer:		Employer Identification Number (EIN):
Employer / Department address (include city, state, and zip code);		
Position title and nature of student's employment:		
Employment start date (mm/dd/yyyy):	Number of hours per week:	
Name of student's immediate supervisor:	Title of student's immediate supervisor:	
Supervisor's telephone number:		

Signature of Student's Immediate Supervisor

Date Signed

A. Certification of PDSO/DSO at the Office of International Education

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

This is to certify that the student named above is an F-1 student from SUNY ESF in active SEVIS status. The student is working or has been offered off-campus employment as described above. The student may apply for a Social Security Number on or after _____.

Primary/Designated School Official:

Printed Name & Signature of Primary/Designated School Official

Date Signed