

Social Security On-Campus Work Authorization for F-1 Students

To Whom It May Concern:

The following F-1 student is in lawful non-immigrant status at Montgomery College. S/he has been offered on-campus employment (see details below) and is authorized for this employment under the regulations governing F-1 status found at 8 CFR 214.2 (f)(9)(i)

Non-immigrant's Information – Completed by Student (Please print clearly)

Student's Name	Last:	First:	
Date of Birth	Month:	Day:	Year:

Identification of Employer – Completed by Hiring Department/Supervisor

Name and location of On Campus Hiring Department:		
Employment Identification Number (EIN) 52-0891845 (change for Bookstore)	<input type="checkbox"/> College:	
Employer Telephone Number	<input type="checkbox"/> Other Company:	
Student's Position Title		
Dates of Employment (Actual or Anticipated)	Start:	End:
Hours per Week		
Position Description		

Sincerely,

Hiring Department/Supervisor (Signature) Date

Hiring Department/Supervisor (Printed Name) and Title

Email contact of Supervisor

Working While Awaiting an SSN

An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at <http://www.socialsecurity.gov/employer/hiring.htm>

Sincerely,

Registrar's Office (DSO) (Signature) Date

Registrar's Office (DSO) (Printed Name)

Designated School Official
Tel. ()