



CERTIFICATION OF F-1 STUDENT ON- CAMPUS EMPLOYMENT FOR SOCIAL SECURITY NUMBER APPLICATION

INSTRUCTIONS FOR HIRING DEPARTMENT

The F-1 Student's **Immediate Supervisor** must fill out this form and provide an **original** signature. The **F-1 Student** must then provide the form to Immigration & International Support Services for endorsement by a Designated School Official. This form will accompany all other required documentation in the F-1 Student's application for a social security number. **Please note:** F-1 Students, by regulation, may only work 20 hours or fewer per week during the Fall, Spring, and required Summer semesters of study. However, F-1 Students may work more than 20 hours during designated school breaks (e.g. Winter Intersession, Spring Break, or optional Summer semesters).

HIRING DEPARTMENT CERTIFICATION

| F-1 Student On-Campus Employment Information |
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| Student Last Name: |
| Student First Name: |
| MCPHS ID: |
| MCPHS Employing Office: |
| Employment Start Date: |
| Hours Per Week: |
| Employer Identification Number: 04-210-4700 |
| MCPHS Office Address (include Street Address, Building Name, Room Number, City, State, and Zip Code): |
| Student Title and brief description of duties (e.g. cashier duties, conducting research, making copies, answering phones, etc.): |
| Supervisor Name: |
| Supervisor Title: |
| Supervisor Phone: |
| Supervisor Signature: |
| Date Signed: |

DESIGNATED SCHOOL OFFICIAL CERTIFICATION

| Certification of F-1 Student Attendance |
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| I am a Designated School Official ("DSO") at MCPHS University. I hereby certify that the above-named individual is an F-1 Student and is currently attending MCPHS University. The student has obtained on-campus employment as described above. I have confirmed that the above Hiring Department information is complete and signed by the F-1 Student's Hiring Manager. |
| DSO Name & Title: |
| DSO Signature: |
| Date Signed: |