



**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 provide the required information and an **original** signature. The **F-1 Student** must then take this form to Immigration 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**

<b>F-1 Student On-Campus Employment Information</b>
Student Last Name:
Student First Name:
MCPHS ID:
MCPHS Employing Office:
Employment Start Date:
Hours Per Week:
Employer Identification Number: <b>04-210-4700</b>
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**

<b>Certification of F-1 Student Attendance</b>
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: