



Olin College of Engineering

Student Affairs & Resources

1000 Olin Way, Campus Center 219 Needham, MA 02492 Phone: 781-292-2326

On-Campus Employment & SSN Request

INSTRUCTIONS: Student must complete Section 1; have their Olin College hiring supervisor complete Section 2; and then bring this form along with their I-94 (arrival/departure record printed from <https://i94.cbp.dhs.gov/I94/#/home>) to the Student Affairs and Resources Office for PDSO/DSO verification.

F-1 Students: Use this form to apply for a Social Security Number (SSN) for on-campus employment.

- o For details on the SSN application process, visit the Student Affairs and Resources Office

SECTION 1: STUDENT (Completed by Student)

Student's Name _____ (Last) (First)	Date of Birth: _____
Immigration Status: ____ F-1 Student	

SECTION 2: HIRING SUPERVISOR (Completed by Supervisor)

Employer's Identification Number (EIN): 061519057		
Hiring Department _____		
Job Title _____		
Job Description _____		
Expected Start Date _____ <i>mm/dd/yyyy</i>	Expected End Date _____ <i>mm/dd/yyyy</i>	Approximate Hours per Week _____
Supervisor's Name _____		Phone _____
Supervisor's Signature _____		

SECTION 3: Student Affairs & Resources - Campus Center 319 (Completed by PDSO/DSO)

The above named student is currently enrolled as a full-time student at Olin College and maintaining lawful F-1 student immigration status and as such is authorized to work part-time (up to 15 hours/week) on-campus during the semester or full-time (over 15 hours/week) during vacation periods. Students on an F-1 visa are not permitted to work more than 20 hours when class is in session.	
PDSO/DSO Name _____	Signature _____
<input type="checkbox"/> PDSO/DSO has updated SEVIS/ISSM (as applicable)	Date _____