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INTERNATIONAL SERVICES

**International Student Social Security Number Request**

To receive your Social Security Number, you need to:

* Secure employment
* Wait at least two weeks from the date on your I-94 card to apply
* Obtain the **Employment Verification Letter** from Bellarmine International Services (attached below)
* Fill out Section I of the Employment Verification Letter
* Have your employer complete Section II-IV and sign as Supervisor on the Employment Verification Letter
* Have the Document signed by HR and Finance, then come to International Services during regular business hours with Section I through IV completed. International Services will review and complete the form by signing and issuing a simple employment letter on Bellarmine Stationary
* After checking with International Services, go the the Social Security Administration Office at:

601 West Broadway

Suite 101

Louisville, KY 40202

Hours: 9 am to 4 pm Monday, Tuesday, Thursday, Friday

 9 am to 12 noon Wednesday

 Closed Saturday and Sunday

The Social Security Administration requires the following items be presented to them in order to process your application:

* Passport
* Form I-94 with Travel History
* Form 1-20
* Completed Employment Verification Letter
* Letterhead Employment Letter
* Completed Form SS5, download from [www.socialsecurity.gov/forms/ss-5.pdf](http://www.socialsecurity.gov/forms/ss-5.pdf)

Additional Information available at [www.socialsecurity.gov/pubs/EN-05-10181.pdf](http://www.socialsecurity.gov/pubs/EN-05-10181.pdf)

For on-campus employment, once you receive your Social Security Number in the mail, go to the Human Resources Office in Horrigan Hall, Room 213, so they can update your employment file.

**IMPORTANT:** Your Social Security Number is valid for your lifetime. Keep it in a safe place and do not carry it around with you. In the United States, this is number is used for credit and identity checks. For that reason, you should be very cautious about giving this number out to anyone without a good reason. Clear instances when you will be required to provide your SSN would be to your new employer and when filing your tax return with the IRS. In other situations, it is not impolite to ask why your social security number is required and what protections will be used to keep it safe. For more information, see <http://www.ssa.gov/pubs/EN-05-10064.pdf>

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**On-Campus Employment**

INTERNATIONAL SERVICES

**I. EMPLOYEE INFORMATION:**

Name:

*Last First Middle*

Address:

*Street City State Zip*

Home Phone: Cell: Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Start Date: Department/Unit:

Title: Grade:

New Hire Rehire Student

Replacement or New Position\* \*Budget Account #:

**II. SALARY INFORMATION:**

 Pay Rate: /hr Hourly Employee

 #Hours per week \_\_\_\_\_\_

**III. BELLARMINE OFFICE INFORMATION:** Location: Office Phone #:

Building/Room #

Fax #: Office Voice Mail #:

**IV. SPECIAL INSTRUCTIONS/COMMENTS:** (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**AUTHORIZATION** (required)

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Supervisor/Manager Date Chief HR Officer Date

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 DSO/ARO Date VP, Admin & Finance or Controller Date