

## REQUEST FORM: SOCIAL SECURITY LETTER

(Please allow **at least five business days** to process all requests)

Today's Date: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ **Personal Email:** \_\_\_\_\_

Level:      Associates               Bachelor's               Master's

Major (According to GPS): \_\_\_\_\_

Required Documents	Received
Employment Letter from Student Employment	
Signed Social Security Responsibility Form	
Register for full time classes (Graduate: 9 credits, Undergrad: 12 credits)	
Clear all hold(s)	

**Please take note:**

- F-1/J-1 student are permitted to work on-campus only up to 20 hours a week during the term and more than 20 hours a week while school is not in session (this includes summer term).
- Students not maintaining F-1 status are not eligible for any work benefits.
- Student may not work on campus if they are doing a full-time internship (9 credits or more).

Student's Signature\*: \_\_\_\_\_

*\*This needs to be hand signed*

**For Office Use Only:**

Received by: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_

SOAHOLD  SFAREGF  SPAIDEN  GOAINTL  SGASTDN  ISSM Notes



## SOCIAL SECURITY RESPONSIBILITY FORM

Dear Student:

With your application for a Social Security Number, you are stating to the University that Johnson & Wales University is hiring you to work on campus. You are also stating that you understand that the Social Security Number is for the sole purpose of authorized employment.

Using this number in an unauthorized manner is prohibited and will result in a violation of your F-1 student status. An unauthorized use of this number is a violation that cannot be corrected in the United States. If found guilty of using the Social Security Number inappropriately you will need to exit the United States and re-enter to reinstate your status.

**PLEASE NOTE:** If you enroll in an internship that is full-time, you will lose your on campus employment.

If you have any questions about the regulations of your Social Security Number, please contact your International Student Advisor at (401)598-4669

Thank you for your cooperation.

Sincerely,

International Student Services Office (ISSO)

Student's Name: \_\_\_\_\_ JWU ID: \_\_\_\_\_

Student's Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

*\*This needs to be hand signed*