



Center for Student Engagement

1000 State Street | Springfield, MA 01109 | 800.242.3142 | www.aic.edu

Social Security Request Form

F-1 visa students have the opportunity to engage in on-campus employment. To accept employment, a Social Security number must be obtained to track earnings.

Part 1 - Student Section - To be completed by the student

Last Name: _____ First Name: _____

AIC Student ID: _____ SEVIS ID: N00

My signature below verifies that I am currently in compliance and understand the regulations and expectations of employment:

Signature Date

Part 2 - Employer Section - To be completed by the hiring supervisor

Last Name: _____ First Name: _____

Department Name: _____

Job Location/Address: _____

Position Start Date: _____ Position End Date: _____ Hours/Week: _____

*Please attach a job description to this form.

My signature below verifies that I understand F-1 visa students are not permitted to work more than 20 hours per week while school is in session and cannot work during a vacation period if s/he is not returning for the next semester.

Signature Date

Part 3 - Office of International Student Life - To be completed by a DSO

I have verified that this student is enrolled full-time, has been registered in SEVIS, and is eligible to accept employment on the American International College campus.

DSO Name: _____ Phone Number: _____

Signature Date

Allow one week for processing.