

## International Employment and Social Security Cards



A Social Security Number (SSN) is a tax identification number that tracks employee salary in payroll system. Social Security Number are issued by the Internal Revenue Services (IRS), which is the tax authority of the United States. Employers use the SSN to maintain payroll records and as a form of identification for the I-9 Employment Eligibility Form. Foreign Nationals are required to have a specific immigration status to be eligible to apply for a Social Security Number. If you have been offered a position of employment at the college, you will be required to have an immigration status that allows for employment and you will need to apply for an SSN (if you do not already have one). Social Security Numbers do not expire, therefore, if you have previously had one you can not apply for a new number. Applications for new or replacement cards must be submitted in person at a Social Security Administration Office.

### SSN ADMINISTRATION OFFICE:

**POUGHKEEPSIE**  
 332, Main St., Suite 1  
 Poughkeepsie, NY 12601  
 845-454-1540 Or 877-405-6747

**Open Hours:**  
 9:00am to 4:00pm Monday - Friday  
 CLOSED Saturday, Sunday, U.S. Federal Holidays,  
 and other special closings.

Transportation: Dutchess County LOOP Bus

### Required documents for your Social Security Card Application:

- SSN Application Form: Name should match exactly as it appears on your passport ID page
- Completed Employment Authorization Form or Authorized Letter on Bard Letter head
- Valid Passport
- 1-20 (F1 Student) or DS-2019 (J-1 Student/Scholar)
- I-94 arrival record

### On Campus Employment

Eligibility Criteria	Restrictions
<ul style="list-style-type: none"> <li>• Have a valid, unexpired DS-2019 or I-20 from Bard College and be in good academic standing</li> <li>• Have a valid, unexpired passport</li> <li>• Have an I-94 arrival/departure record marked “J-1 D/S” or “F1 D/S”</li> </ul>	<ul style="list-style-type: none"> <li>• Employment may not exceed 20 hours per week during the semester; 40 hours per week during the semester break.</li> <li>• Employment authorization is invalid if the student fails to maintain J-1 or F-1 status, completes their program or transfers</li> <li>• Pursuant to federal regulations, J1 students on-campus employment authorization is granted for a maximum of 12 months.</li> <li>• Students will need to apply for a Social Security Number to get paid by Bard College</li> </ul>



**On-Campus Employment/SSN: International Students**

What is your current visa status:	
<input type="radio"/> F1	<input type="radio"/> J1

**Part 1: Student Information (Completed by Student)**

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_ Bard ID: \_\_\_\_\_

Statement of Understanding:

I have maintained valid status and am good academic standing since I began my course of study at Bard College.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Part 2: Employment Information (Completed by hiring department)**

Hiring Department: \_\_\_\_\_ Position Title: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

Name and Title of immediate Supervisor: \_\_\_\_\_

Supervisor's Phone #: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Part 3: To Be Completed by The Office of International Student and Scholar Services P/DSO, A/RO**

The student named above is attending Bard College on a valid F1/J1 student visa status, and this student is currently in compliance with their F1/J1 student status at the college. The student mentioned above is eligible to be employed on campus for up to 20 hours per week during the time classes are in session and more than 20 hour per week during the time college courses are not in session (ex: fall, winter, spring and summer break)

I verify that the student named above is currently enrolled at the college, completed SEVIS registration process for the current semester, and secured on campus employment. J1 students has received prior on campus authorization.

Name, International Student Advisor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_