

**ON-CAMPUS JOB CONFIRMATION LETTER FOR SOCIAL SECURITY NUMBER APPLICANTS**

**I. RUTGERS UNIT HIRING INTERNATIONAL STUDENT EMPLOYEE (*To be completed by supervisor.*)**

Rutgers Payroll allows international student employees to be put on payroll without an SSN, as long as they have proof of having applied for an SSN. The Social Security Office provides such proof if the student asks for it at the time of applying for an SSN.

The Social Security Administration requires F-1 / J-1 students applying for an SSN to present evidence of having an on-campus job offer along with a valid passport, a valid Form I-20 or DS-2019, and a current Form I-94 noting F-1 or J-1 status.

Student Name: \_\_\_\_\_ Nature of student's job: \_\_\_\_\_  
(e.g., library aide, tutor, etc.)

Anticipated Start Date: \_\_\_\_\_ Anticipated Number of Hours/Week: \_\_\_\_\_

Employing Department/Unit at Rutgers University: \_\_\_\_\_

Name/Title of Student's Immediate Supervisor: \_\_\_\_\_

Telephone Number of Student's Immediate Supervisor: \_\_\_\_\_

Email Address of Student's Immediate Supervisor: \_\_\_\_\_

Signature of Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**II. TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR/DSO**

This section must be completed and signed by a Designated School Official (DSO) in the Office of International Students & Global Programs after the employing unit has completed the section above.

**I certify that the above named student is currently enrolled as a full-time student at Rutgers University-Camden, is maintaining F-1/J-1 visa status, and is eligible for on-campus employment.**

Name of Primary/Designated School Official: \_\_\_\_\_

Signature of DSO: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_