

International Students & Global Programs

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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:A	nticipated Number of Hours/Week:
Employing Department/Unit at Rutgers Unive	ersity:
Name/Title of Student's Immediate Supervisor	or:
Telephone Number of Student's Immediate Supervisor:	
Email Address of Student's Immediate Superv	visor:
Signature of Immediate Supervisor:	Date:
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