



Office of International Students

Rutgers University-Camden
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ON-CAMPUS EMPLOYMENT VERIFICATION

The Social Security Administration requires international students on F1/J1 visas to present evidence of having an on-campus job offer with their social security card application. Thank you for hiring an international student.

I. HIRING UNIT – TO BE COMPLETED BY THE DIRECT SUPERVISOR / HIRING MANAGER

Student Name: \_\_\_\_\_ RUID#: \_\_\_\_\_
(Print your name exactly how it appears on your passport)

Job Title: \_\_\_\_\_ Start Date: \_\_\_\_\_

Brief Job Description (i.e., cashiering, tutoring, administrative):
\_\_\_\_\_

Hourly Wage: \_\_\_\_\_ Weekly Hours: \_\_\_\_\_

Employment Department/Unit at Rutgers-Camden: \_\_\_\_\_

Direct Supervisor/Hiring Manager / Title: \_\_\_\_\_
(print name and title)

Supervisor/Hiring Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_
(must be signed in pen ink, no digital signature allowed)

Supervisor's Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Rutgers University-Camden Employer Identification Number (EIN): 26-0006463

Affiliated Employer (Name of Business): \_\_\_\_\_

Affiliated Employer EIN number: \_\_\_\_\_

II. Instructions for Student:

This form is for F1/J1 visa holders at Rutgers University-Camden hired for an on-campus position only.

Upon completion of this form by your direct supervisor/hiring manager, a legible scanned PDF copy of this form must be uploaded to the Social Security Letter Request e-Form in your RGlobal portal.

The OIS will then issue a support letter on your behalf. Take both this completed form and the support letter with you to your Social Security Office appointment, along with your valid I-20, F1 Visa, and Passport.

You may start your social security card application and book an appointment for the local office here:
https://www.ssa.gov/number-card/request-number-first-time.

Congratulations on obtaining an on-campus job! Wishing you an enjoyable and productive experience.