



To: Rutgers Units Hiring International Student Employees

From: The Office of International Students

Re: Hiring a Rutgers F-1/J-1 International Student with No SSN

Following are two very important items of information for any Rutgers unit wishing to employ a Rutgers F-1 or J-1 international student who has not yet applied for an SSN.

1. Rutgers Payroll allows international student employees to be put on payroll without a SSN, as long as they have proof of having applied for a SSN. The Social Security Office provides such proof if the student asks for it at the time of applying for an SSN.
2. 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 documentation a passport, a valid Form I-20 or DS-2019, and a current Form I-94 noting F-1 or J-1 status.



On-Campus Job Confirmation Letter for SSN Applicants

***** Part I – To be completed and signed by employing unit at Rutgers *****

To whom it may concern:

This is evidence of on-campus employment for: _____
(Name of F-1/J-1 Student)

Nature of student’s job (e.g., library aide, research assistant, etc.): _____

Anticipated Start Date: _____ Anticipated Number of Hours/Week: _____

Employer Identification Number (EIN): 22-6001086

Employing Department/Unit at Rutgers University _____

Name of F-1/J-1 Student’s Immediate Supervisor _____

Telephone Number of Student’s Immediate Supervisor: _____

Signature of Immediate Supervisor: _____

Signatory’s Title: _____ Date: _____

***** Part II – To be completed and signed by the International Student Advisor *****

This section must be completed and signed by a Designated School Official (DSO) in the Office of International Students, 326 Penn Street, Room 324 Camden, NJ 08102 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, is maintaining F-1/J-1 visa status, and is eligible for on-campus employment.

Name of School Official: _____

Signature of DSO: _____ Date: _____

Title: _____ Phone: _____