



To: Rutgers Units Hiring International Student Employees

From: The Office of International Students & Global Programs

**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 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 be 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.



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**On-Campus Job Confirmation Letter for SSN Applicants**

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

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: \_\_\_\_\_

Email Address 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 & 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, 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: \_\_\_\_\_