Rutgers Global – International Student and Scholar Services

New Brunswick
180 College Avenue
New Brunswick, NJ, 08901-8537
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Ph: 848-932-7015 Fax: 732-932-7992

Rutgers Health
65 Bergen Street, GA-72
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On-Campus Employment Verification Letter Instructions

Please refer to our On-Campus Employment webpage for additional guidance.
https://global.rutgers.edu/international-scholars-students/students/current/employment/on-campus

Rutgers Units

The Social Security Administration requires F-1/J-1 students applying for an SSN to present evidence of having an on-campus job/fellowship offer.

The New Brunswick Social Security Office has agreed that the following form, once completed, will meet the campus job offer documentation requirement.

The student will also receive a Social Security Letter from our office to support their application for an SSN.

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 New Brunswick Social Security Office provides such proof ***if*** the student asks for it at the time of applying for an SSN.

Students

This form is for you to get completed with your on-campus employer.

To apply for an SSN, you will need to have this **On-Campus Employment Verification Letter** completed, as well as a **Social Security Letter** provided by Rutgers Global – International Student and Scholar Services.

Refer to our On-Campus Employment webpage for guidance.

Please refer to our Obtaining a Social Security Number handout for detailed instructions on how to apply for an SSN.

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F-1 On-Campus Employment Verification Letter

- This form is for F-1 international students at Rutgers University to have completed by their on-campus employer.
- An electronic copy of this completed form will need to be uploaded by the student in the *Social Security Letter request e-form* in the RGlobal portal and then *both* this form and the Social Security Letter provided by Rutgers Global – International Student and Scholar Services can be taken to *apply for a social security number.*

This is to certify that _____
(Name – F-1 student)
has been offered, or is already working in, on-campus employment noted below.

Nature of Student's job (ex. Stocking shelves in library, working at the circulation desk, grading assignments, food prep, research assistant, etc.):

_____

Is this a paid position? ☐Yes ☐No

Expected Start Date: ____/____/____ Number of Hours/Week: _____
**Cannot exceed 20 hours during semester*

Employer Contact Information

22-6001086
(Employer Identification Number (EIN))

_____
(Employing Department/Unit)

_____
(Employer Telephone Number)

_____
(Student's Immediate Supervisor)

Employer Signature (pen ink): _____

Signatory's Title: _____

Date: _____

Working While Awaiting an SSN
An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA's fact sheet, *Employer Responsibilities When Hiring Foreign Workers*. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at http://www.socialsecurity.gov/employer/hiring.htm .
See IRS guidance "Delays in Issuing SSNs to Aliens by the Social Security Administration" at http://www.irs.gov/businesses/small/international/article/0,,id=129227,00.html.