To: Rutgers Units Hiring International Student Employees  
From: Rutgers Global - International Student and Scholar Services  
Re: Hiring a Rutgers F-1/J-1 International Student without a Social Security Number

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 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.

2. 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 along with documentation of the student's age and identity (usually a passport), a valid Form I-20 or DS2019 and admission stamp noting F1 or J1 Status (usually inside a passport). Although not required, it may be helpful to bring a print out of the electronic Form I-94 or a Paper Form I-94.

The New Brunswick Social Security Office has agreed that the attached form, once completed, will meet the campus job offer documentation requirement. It must be completed and signed by the employing department—and then signed again by a DHS-authorized “Designated School Official” at the Center for Global Services.
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/fellowship for: ________________________________
(Name of F-1/J-1 Student)

Nature of student’s job/fellowship (e.g., on-campus hourly jobs, or assistantships):

____________________________________________________________________________

Anticipated Start Date: ________________________________

Student expected to work less than 20 hours per week (please check to confirm): ☐
(Please note that on-campus employment is limited to 20 hours per week when school is in session but may be unlimited during official vacation periods)

Employer contact information:

Employer Identification Number (EIN)

__________________________________

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 Employing Department Official: ______________________________________
(Does not have to be immediate supervisor, original signature required)

Signatory’s Title: ___________________________ Date Signed: ________________

***** Part II – To be completed and signed by Global Services *****

This section must be completed and signed by a Designated School Official (DSO) or an Alternate Responsible Officer (ARO) at Rutgers Global – International Student and Scholar Services, after the employing unit has completed its portion of the letter, above. This form is for Rutgers-New Brunswick, Rutgers – Newark (applying for SSN at the New Brunswick SSA office) & RBHS students only.

DSO/ARO Name:

☐ Greg Costalas  ☐ Audrey Nguyen  ☐ Susan Maldonado  ☐ Carissa McCarthy  ☐ Erica Sewell

☐ Mohini Mukherjee  ☐ Urmila Otiv  ☐ Lauren Tong  ☐ Melaina Fraboni  ☐ Jacqueline Huang

☐ Stephanie Otte  ☐ Jiping Wang  ☐ Maya Sarno  ☐ Lindsey Titus  ☐ Jinling Quan

☐ Trevor Cook

DSO/ARO signature: ____________________________________________________________

Date signed by DSO/ARO: ________________________________

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