To: Rutgers Units Hiring International Student Employees  
From: Center for Global 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 the Center for Global Services, after the employing unit has completed its portion of the letter, above. This form is for Rutgers-New Brunswick & RBHS students only.

DSO/ARO Name: □ Greg Costalas  □ Katsumi Kishida  □ Susan Maldonado  □ Carissa McCarthy  □ James Jones

□ Mohini Mukherjee  □ Urmi Otiv  □ Justin Schlossberg  □ Lauren Tong  □ Melaina Fraboni

□ Stephanie Otte  □ Erica Sewell  □ Martha Baillargeon

DSO/ARO signature: ____________________________________________

Date signed by DSO/ARO: _______________________________________

DSO/ARO: telephone number: (848) 932-7015