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

Signatory’s Title: ____________________________ Date Signed: __________________
(blue ink is recommended)

***** 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.

DSO/ARO Name:
☐ Greg Costalas  ☐ Katsumi Kishida  ☐ Susan Maldonado  ☐ Carissa McCarthy  ☐ James Jones
☐ Mohini Mukherjee  ☐ Urmi Otiv  ☐ Justin Schlossberg  ☐ Lauren Tong  ☐ Patrick Haggerty

DSO/ARO signature: ____________________________
Date signed by DSO/ARO: ____________________________
DSO/ARO: telephone number: (848) 932-7015