Social Security On-Campus
Employment Confirmation Letter
J-1 Student

NON-IMMIGRANT INFORMATION
TO BE COMPLETED BY HIRING SUPERVISOR (PLEASE PRINT CLEARLY)

Student Name	LAST		FIRST
Date of Birth	MONTH	DAY	YEAR

EMPLOYER / EMPLOYMENT INFORMATION

Name and Location of On-Campus Hiring Dept.	NAME	
	LOCATION	
Employer ID Number (EIN)		
Employer Telephone Number	###-###-####	
Student's Position Title		
Date of Employment (Actual or Anticipated)	BEGIN (MM/DD/YYYY)	END (MM/DD/YYYY)
Hours per Week		
Position Description		

_____

Hiring Department / Supervisor – Signature & Date

_____

Hiring Department / Supervisor - Printed Name

_____

Title of Supervisor

WORKING WHILE AWAITING AN SSN

An J-1 student may work while the Social Security Number (SSN) 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. For more information, visit online at http://www.socialsecurity.gov/employer/hiring.htm

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