



**ROUKEMA CENTER FOR INTERNATIONAL EDUCATION**

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[www.ramapo.edu/international](http://www.ramapo.edu/international)

To Social Security Administration:

This letter is evidence of on-campus employment for: \_\_\_\_\_  
**Name of F-1 or J-1 Student**

**Nature of employment:**

\_\_\_\_\_  
\_\_\_\_\_

Start date: \_\_\_\_\_ Number of Hours per week: \_\_\_\_\_

Employer Contact Information:

\_\_\_\_\_  
**(Employer Identification Number (EIN))**

\_\_\_\_\_  
**(Employer Telephone Number)**

\_\_\_\_\_  
**(Student's Immediate Supervisor)**

Employer Signature (Original)

\_\_\_\_\_

Signatory's Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

**International Student Advisor  
Signature (Original)**

\_\_\_\_\_

**Note:** An F-1 or J-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>.