



UNIVERSITY of PENNSYLVANIA

International Student and Scholar Services

Social Security: On-Campus Work Authorization for F-1 and J-1 Students

F-1 J-1

Last updated 8/21/2013

To Whom It May Concern:

Part A: Nonimmigrant's Information (Completed by Student)

Name: (Family/Last) / (Given/First) / (Middle I.)

Date of Birth: Month: Day: Year: Immigration Status F-1 J-1

Part B: Identification of Employer (Completed by Penn Hiring Department/Supervisor)

*Please do not edit any information on this form. If anything is crossed or whited out, the form will be rejected by the Social Security Office. *Please note that the Wistar Institute, CHOP, Unique Advantage, International House, Monell, and Chemical Heritage Foundation are NON-PENN sites. *Please note that international students in F-1/J-1 status may work no more than 20 hours per week while classes are in session. They may work full time during eligible breaks and vacation term.

University of Pennsylvania, On-Campus Location:

Employment Identification Number (EIN): 23-1352685 Employer Telephone Number:

Position Title:

Anticipated Dates of Employment/Research Fellow Appointment:

From: Month: Day: Year: To: Month: Day: Year:

*Please note employment end date cannot go beyond student's program end date

Approximate Number of Hours Per Week:

Nature of Employment/Service (e.g., cashier, research assistant, research fellow appointment, library aide, teaching in exchange for reduced tuition, etc.):

Part C: Names and Original Signatures (Completed by Penn Hiring Department)

Hiring Department/Supervisor Name:

Signature: Date:

Part D: Names and Original Signatures (Completed by ISSS Staff)

The following student is in lawful F-1 or J-1 nonimmigrant status at the University of Pennsylvania. S/he is eligible for employment under US immigration regulations

ISSS Staff Signature: Date:

Working While Awaiting an SSN

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.