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

International Student and Scholar Services

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: __________________________

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.