



Penn  
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 8/18/2020

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>.