



**RUTGERS**  
NEW BRUNSWICK

**Rutgers Global – International Student and Scholar Services**

New Brunswick

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**F-1 On-Campus Employment Verification Letter**

- This form is for F-1 international students at Rutgers University to have completed by their on-campus employer.
- An electronic copy of this completed form will need to be uploaded by the student in the *Social Security Letter request e-form* in the RGlobal portal and then *both* this form and the Social Security Letter provided by Rutgers Global – International Student and Scholar Services can be taken to *apply for a social security number*.

This is to certify that Aryan Malhotra  
(Name – F-1 student)

has been offered, or is already working in, on-campus employment noted below.

**Nature of Student's job** (ex. Stocking shelves in library, working at the circulation desk, grading assignments, food prep, research assistant, etc.):

Research Assistant on CMS physics

Is this a paid position? ☒ Yes ☐ No

Expected Start Date: 2/15/2025 Number of Hours/Week: 20  
\*Cannot exceed 20 hours during semester

**Employer Contact Information**

22-6001086

(Employer Identification Number (EIN))

Physics

(Employing Department/Unit)

848 - 445 - 8977

(Employer Telephone Number)

Joseph Reichert

(Student's Immediate Supervisor)

Employer Signature (pen ink): Joseph Reichert

Signatory's Title: System Administrator

Date: 2/3/25

**Working While Awaiting an SSN**

An F-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>.

See IRS guidance "Delays in Issuing SSNs to Aliens by the Social Security Administration" at <http://www.irs.gov/businesses/small/international/article/0,,id=129227,00.html>.