

### Employer Certification to Accompany F-1/J-1 Social Security Administration Letter

F-1/J-1 students are only eligible to obtain a social security number to report wages. By providing the information on the “F-1/J-1 Social Security Administration Letter” and by signing in the designated section on the form, you are certifying the following information:

- The information I provided on the “F-1/J-1 Social Security Administration letter” is factual and true.
- The student has been offered the position listed and an actual semester start date has been established.
- The student will be provided wages (hourly pay, stipend, etc.) as payment for the position offered.
- This is **not** a voluntary position.

Please sign and print your name, and date to indicate your understanding of the above certification:

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Signature

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Printed Name

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Date



**F-1/J-1 Social Security Administration Letter  
International Student & Scholar Services**

To Whom It May Concern:

The following student is in lawful nonimmigrant status at Stevens Institute of Technology and is eligible for employment under the U.S. immigration regulation listed below:

**To Be Completed by ISSS Staff**

**Regulatory Basis for Employment Authorization**

- ☐ **F-1 On-Campus Employment- 8 CFR 214.2 (f)(9)(i)**  
☐ **J-1 On-Campus Employment- 22 CFR 62.23 (g)**

**To Be Completed by Student - Nonimmigrant Information**

Last Name (from passport)	
First Name (from passport)	
Stevens ID	
SEVIS ID	
Date of Birth (mm/dd/yyyy)	

**To Be Completed by Stevens Hiring Department or Supervisor - Employment Details**

On-Campus Employment Location	
Employer Identification Number (EIN)	<b>22-1487354</b>
Employer Telephone Number	
Position Title (i.e., student worker)	
Dates of Employment (anticipated)	<b>Begin</b> <b>End</b>
Work hours per week	
Position Description	

**Original Signatures – Completed by Hiring Department/Supervisor and ISSS Staff:**

\_\_\_\_\_  
**Hiring Department/Supervisor  
Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**DSO/ARO (ISSS) Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**