



International Student and Scholar Services

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

F-1
J-1

Last updated 1/14/2021

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>.