

Off-Campus Employment Verification
Used by F-1/J-1 Students to Apply for a Social Security Number

To the Social Security Administration:

This is evidence of off-campus employment for: _____
(Name of student)

Nature of student's job (position title.):

Start date: _____ End Date: _____ Number of Hours/Week: _____

Employer contact information:

(Employer Identification Number (EIN))

(Employer Telephone Number)

(Name of Student's Immediate Supervisor)

Authorized Employer Signature (original): _____

Signatory's Title: _____ Date: _____

Off-campus employment also requires a separate verification letter from the University of Hawaii Designated School Officer (DSO for F-1 student) or Alternative Responsible Officer (ARO for J-1 student). This verification should be attached on separate letterhead.

Working While Awaiting an SSN: An F-1 and J-1 student may work while the Social Security number application is pending. For further information see *Employer Responsibilities When Hiring Foreign Workers* at <http://www.socialsecurity.gov/employer/hiring.htm>.