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| ***Replace this block in Word, insert Corporate/Organizational Letterhead here***  *PDF Template Available at:* [*http://www.hawaii.edu/issmanoa/pages/forms.php*](http://www.hawaii.edu/issmanoa/pages/forms.php) |

Off-Campus Employment Verification

Used by 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 a University of Hawaii Alternate Responsible Officer (ARO).

This verification should be attached on separate letterhead.

**Working While Awaiting an SSN:** An 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.