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

On-Campus Employment Verification

Used by J-1 Students to Apply for a Social Security Number

**To the Social Security Administration:**

This is evidence of on-campus employment for:

(Name of student)

Nature of student’s job (i.e., library aide, research assistant, etc.):

Start date: Number of Hours/Week:

Employer contact information:

99-6001081

(Employer Identification Number (EIN))

(Employer Telephone Number)

(Name of Student’s Immediate Supervisor)

Authorized Employer Signature (original):

Signatory’s Title: Date:

**This section to be completed by:**

**International Student Services University of Hawaii at Manoa**

Telephone #: 808-956-8613

I certify that the student named above is enrolled at UHM and eligible for the work described above.

Signature of Alternate Responsible Officer (ARO)

 Date:

Typed or printed name of Alternate Responsible Officer (ARO)

**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.