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On-Campus Employment Offer Form
(To Be Completed by Hiring Department)

To whom it may concern:

Date: _____

This is evidence of on-campus employment for: _____

(Name of F-1 or J-1 Student)

Student ID Number: _____ Current I-94 Number: _____

Nature of Student's Job: _____

(Eg., food service staff, library aide, research assistant, etc.)

Start Date: _____ Number of Hours / Week: _____

Employer Contact Information:

(Dept. or Campus Organization)

(Employer Identification Number (EIN))

(Employer Telephone Number)

(Student's Immediate Supervisor)

Missouri S&T Employer Original Signature: _____

Typed or Printed Name of Employer Designee: _____

Signatory's Title: _____ Date: _____

To Be Completed by International Student Advisor:

DSO Signature: _____ Printed DSO Name: _____

(Phone Number): (573) 341 - 4208 Date: _____

Working While Awaiting an SSN

An F-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>