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