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

Date: ________________

To whom it may concern:

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:

______________________________________________ 43-6003859
(Department or Campus Organization) (Employer Identification Number (EIN))

______________________________________________
(Employer Telephone Number) (Student 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