



STUDENTS: PLEASE GIVE TO YOUR ON-CAMPUS EMPLOYER

Dear Colleagues,

When applying for a Social Security number, F-1 and J-1 visa students are required to show proof of an on-campus job or job offer. I understand that an international student will be hired by you. Please complete the enclosed letter with the student's name, the place of employment, the nature of the employment, start date, number of hours per week, the supervisor's contact information, and the employer ID number.

F-1 and J-1 students are allowed to work on campus for no more than 20 hours per week during the academic semester and no more than 29 hours per week during the long vacations without special work authorization from the US immigration service.

An F-1 or J-1 student may work while the Social Security number application is pending. You 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>.

Please contact me with any questions you might have. Thank you for your cooperation.

Sincerely,
Cindy Cullen
Coordinator, International Student Services



New Paltz

STATE UNIVERSITY OF NEW YORK

Center for International Programs
International Student Programs

ON-CAMPUS EMPLOYER FORM

All fields must be completed

To whom it may concern:

This is evidence of on-campus employment for: _____

Place of work on campus (e.g. food services, library, bookstore etc.):

Nature of student's job (e.g., wait staff, library aide, research assistant, etc.):

Start Date: _____

Number of Hours/Week: _____

Employer contact information:

(Employer Telephone Number)

(Student's Immediate Supervisor)

Employer Identification Number: *(Please choose one)*

- SODEXO** (Food Service Positions): 23-190-7755
- SUNY NEW PALTZ** (all other on-campus student assistant positions): 14-601-3200
- BOOKSTORE at SUNY New Paltz**: 14-138-0310

Employer Signature (Original): _____

Signatory's Title: _____

Date: _____