

J-1 EVIDENCE OF EMPLOYMENT FORM INSTRUCTIONS

(Updated 2024-08-21)

THIS IS A FILLABLE PDF FORM

SOCIAL SECURITY NUMBER INFORMATION

- The Social Security Number (SSN) is required if you are an J-1 student under the sponsorship of Tufts University and are authorized to work in the US
- ***If you are a J-1 student and are sponsored by an external organization such as IIE or AMIDEAST, do not use this form – you must obtain an authorization letter from your J-1 sponsor rather than the International Center***
- J-1 students who have on-campus employment do not need a SSN when applying for jobs. However, if offered or starting an on-campus job, you must apply for one as soon as possible in order to ensure proper tax reporting and filing procedures.
- You may apply for a SSN up to 30 days before starting employment
- The Social Security Number is a permanent, lifetime number – you do not need to apply for a SSN if you already received one in the past. You can use a previously issued SSN for all future employment reporting.
- Keep your SSN private and secure – do not give it out except to employers or financial institutions or companies that may require it for reporting or official financial transactions.

INSTRUCTIONS

1. This form is for J-1 international students who are studying at Tufts University and who have been offered on-campus employment with a Tufts University department or office.
2. Your supervisor or the manager of your on-campus job must complete the top section, and include details regarding your name, the department name and address where you will be working, your start date, approximate number of hours per week, and your supervisor's name and contact information.
3. THIS IS A FILLABLE PDF form. All fields can be completed using a PDF reader. However, signatures must be in the original.
4. Once your supervisor has completed the form, it must be delivered to the International Center for a verification signature by an international student advisor.
5. Once the form has been completed AND signed by an international student advisor, you can then proceed with your Social Security Number application with your nearest Social Security Administration office.

For more information about Social Security Numbers and application procedures, go to <https://icenter.tufts.edu/practical-matters/social-security>.



International Center

EVIDENCE OF ON-CAMPUS EMPLOYMENT

To the Social Security Administration:

This letter serves as evidence that the following J-1 international student under the sponsorship of Tufts University’s J-1 Exchange Visitor Program has been offered an on-campus employment position at Tufts University.

Student First Name / Given Name	Student Last Name / Surname	Student Tufts ID
On-Campus Employer / Hiring Unit and Employer Address (include City / State/ ZIP)		Tufts Employer ID Number (EIN) 04-2103634
Nature of Employment (e.g., teaching assistant, etc.)	Start Date (mm/dd/yyyy)	Hours per Week
Name of Student’s Supervisor		Supervisor’s Telephone
Supervisor’s Title		Supervisor’s E-mail
Supervisor’s Signature		Date of Signature

J-1 RESPONSIBLE OFFICER AUTHORIZATION: The above international student is registered as a full-time student and in valid J-1 student status. This student is authorized to engage in on-campus employment at Tufts University for a period not to exceed 20 hours per week while school is in session and 40 hours per week during school vacations. Please contact our office if you have any questions.

INTERNATIONAL CENTER Responsible Officer (RO) Certification

Date of Signature

International Center Responsible Officer (RO) Name, Title, and EVP Number