



Re: Social Security On-Campus Work Authorization

To whom it may concern:

The following student is a lawful nonimmigrant F-1 visa holder maintaining their status at Robert Morris University (PHI214F10069000) in Pittsburgh, PA. They are eligible for employment under U.S. immigration regulation 8 CFR 214.2(f)(9)(i).

Center for Global Engagement

Robert Morris University
6001 University Boulevard
Moon Township, PA
15108-1189

412-397-2151

RMU.EDU/GLOBAL

To be completed by nonimmigrant student

Student Name as it appears on passport/I-20

LAST	FIRST, MIDDLE
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Student Date of Birth

MONTH	DAY	YEAR
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To be completed by hiring department/supervisor

RMU On-campus Location:

Employment Identification Number (EIN): 25-1120678

Supervisor Phone Number: _____

Student Position Title: _____

Dates of Employment (anticipated): _____

Hours per Week: _____

Position Description:

Original Signatures, printed names, and dates to be completed by hiring department/supervisor and a DSO at the Center for Global Engagement

Sincerely,

Supervisor (Signature & Date)

CGE DSO (Signature & Date)

Instructions for International Student Social Security Number for On-Campus Employment Form for Students and Supervisors

F-1 Students:

- Please complete the student section by entering your name (as it appears on your Passport/I-20) and your date of birth. Any middle name should be included with your first name
- Submit form to your supervisor to complete
- Wait for the Center for Global Engagement to contact you by your RMU email to pick up your completed form
- To apply for the SSN:
 - Go to the Social Security website to complete the SSN application and to make your in person appointment for the SSN here: <https://secure.ssa.gov/ossnap/public/landingOSsnap>
 - Once completed, remember to keep a screenshot of the Online Control Number for your application, in case you need this number for reference.
 - The SS Office WILL NOT accept any walk-in appointments or paper applications.
 - Take this form, your valid Passport, Visa, I-94, and I-20 to your appointment.
 - There is no fee for the SSN.

Supervisors:

- Please complete the supervisor section
- Print and sign your name, and note date
- Submit form to the Center for Global Engagement for finalizing
- Request SSN from student, once approved

Important Regulations to Consider for Supervisors and Students:

- It is a violation of student status for the student to work anywhere off of campus. If there is a RMU job that is off-campus, please contact CGE for additional clarification on whether the position is eligible for international student employment
- Students may not work more than 20 hours per week during the semester, across all jobs.
- Social Security Numbers are not authorized to be used for any other employment without first consulting with the Center for Global Engagement
- Students may not begin a position until at most 30 days before their Program Start Date
- Students are not eligible to continue employment after graduation

Questions?

Please contact the Center for Global Engagement

internationaloffice@rmu.edu

(412)397-4243