

**Sample Letter to the Social Security Administration from F-1/J-1 student's ON-CAMPUS EMPLOYER
(Verifying Employment)**

*Please type and print on official school or department letterhead with employer's original signature.
Letter is returned to student to carry it to Davis International Center (Louis A. Simpson International
Building) for an International Student Advisor to verify student's immigration status.*

Social Security Administration

This is evidence of on-campus employment for:

(Name – F-1/J-1 Student) _____

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

Employment Start Date: _____ **Number of Hours/Week:** _____

Employer's Name and Address: _____

(Princeton University Employer Identification Number (EIN) 21-0634501

(Employer Telephone Number) _____

(Student's Immediate Supervisor) _____

Employer Signature (Original): _____

Signatory's Title: _____

Date: _____

International Student Advisor (DSO/ARO) First and Last Name _____

International Student Advisor - Original Signature _____

Date _____

Working While Awaiting an SSN

F-1/J-1 students 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>