

**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 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.):

\_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Number of Hours/Week:** \_\_\_\_\_

Employer's Name and Address: \_\_\_\_\_

**(Employer Identification Number (EIN))** \_\_\_\_\_

(Employer Telephone Number) \_\_\_\_\_

**(Student's Immediate Supervisor)** \_\_\_\_\_

Employer Signature (*Original*): \_\_\_\_\_

**Signatory's Title:** \_\_\_\_\_

**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>