

Sample Letter

Suggested language for letter to the Social Security Administration

from F-1 Student's ON-CAMPUS EMPLOYER

(Typed on official school or department letterhead containing employer's original signature)

To Whom It May Concern:

This is evidence of on-campus employment for:

_____ (student's name),

will be working in the _____ (department).

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

This employment has been accepted by this student. The student will begin work on:

Start Date: _____ Number of Hours/Week _____

Employer contact information: _____

Employer Identification Number (EIN) _____

Employer Telephone Number _____

Student's Immediate Supervisor _____

Employer Signature (Original): _____

Signatory's Title: _____

Date: _____