

***Sample Employment Verification Letter:***  
**Verification of on-campus employment to obtain a U.S. Social Security Number  
(F-1 student)**

**Steps to creating a successful letter:**

- The Employment Verification Letter must be completed by the department hiring the student, and it must be typed and printed on USC letterhead.
- The letter must include all fields listed below, and include the signature of the department contact.
- Before going to the Social Security Office, students must have the Employment Verification Letter approved and stamped by International Student Services.

**NOTE: The job description is a one sentence description of the daily duties of the job.**

Today's Date: \_\_\_\_\_

To whom it may concern:

This letter is evidence of on-campus employment for the following F-1 student. If you should need more information pertaining to this student or the job description please call, \_\_\_\_\_, the department contact:

Name of student: \_\_\_\_\_

Job title: \_\_\_\_\_

Job description: \_\_\_\_\_

Anticipated or actual employment start date: \_\_\_\_\_

Number of hours per week: \_\_\_\_\_

Employer Identification number: \_\_\_\_\_

Employer contact information:

Name of department contact: \_\_\_\_\_

Telephone number: \_\_\_\_\_

\_\_\_\_\_  
Name of department contact

\_\_\_\_\_  
Signature of department contact

\_\_\_\_\_  
title

\_\_\_\_\_  
date