



# International Student Services Job Offer Letter for a Social Security Card Application

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**\*Required items must be filled out**

**DEPARTMENT \*** \_\_\_\_\_

Date: \* \_\_\_\_\_

To Whom It May Concern:

This is evidence of on-campus employment for: \* \_\_\_\_\_ (name of student) M# \_\_\_\_\_

Nature of the student's job: (e.g. library aide, computer lab assistant, graduate assistant)

\* \_\_\_\_\_ (provide general description)

**Start Date:** \* \_\_\_\_\_ (must be future date)      **Number of Hours/Week:** \* \_\_\_\_\_ (0-20 hours)

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**EMPLOYER CONTACT INFORMATION:**

Employer Identification #: (check one) - MSU - 44-6000308 \_\_\_\_\_ or Chartwells: 56 - 1874931 \_\_\_\_\_

Employer Telephone Number: \* \_\_\_\_\_

Student's Immediate Supervisor: \* \_\_\_\_\_

**Employer Signature** (original): \* \_\_\_\_\_ Date: \* \_\_\_\_\_

**Title:** \* \_\_\_\_\_

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**TO BE COMPLETED BY THE DESIGNATED SCHOOL OFFICIAL (INTERNATIONAL STUDENT SERVICES):**

This is to certify that the above international student is attending Missouri State University. This student is eligible for **on-campus employment** at Missouri State University and is enrolled as a full-time student. International Revenue Code section 6109 requires individual to provide their correct taxpayer identification number to employers who must file information returns with Internal Revenue Service. This student will be required to have a social security number to facilitate the reporting of wages and the withholding of taxes by the employer. This student has been offered on-campus employment.

**Designated School Official:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_