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# SAMPLE LETTER

**NOTE: The Harvard University employer letter (verifying F-1 On-Campus employment) must be typed or written on official school letterhead and containing the employer's original signature in blue ink. The following is a sample letter**

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To Whom It May Concern  
Social Security Administration

Date \_\_\_\_\_

We have offered on-campus employment to \_\_\_\_\_, an  
F-1 student attending Harvard University, as a \_\_\_\_\_ (e.g. wait  
staff, library aide, research, etc) not to exceed 20 hours per week. Start Date: \_\_\_\_\_

Employer's Identification Number (EIN)

\_\_\_\_\_

Employer's Signature

\_\_\_\_\_

Employer's Name, typed or printed

\_\_\_\_\_

Employer's Telephone Number

\_\_\_\_\_