

This is a sample employment letter to be used by F-1 students to apply for a Social Security Number.

INSTRUCTIONS: *All of the following information needs to be transferred to the employer's letterhead with original employer signature. Please give the letter to the student so they can obtain the required IPO signature.*

[Today's Date]

To Whom It May Concern:

This is evidence of on-campus employment for [Full name of F-1 student].

The nature of student's job is [e.g. TA/RA, food services, clerical, etc].

Start Date: _____ Number of Hours/Week: _____

Employer contact information:

04-6002284
Employer Identification Number (EIN)

Employer's phone number

[Print name of student's immediate supervisor]

Employer's signature (original)

Signatory's Title

I confirm that the above named student is in good academic standing and is authorized to work for the above-named employer.

International Student Advisor's (DSO) signature

Date

Print Name