Suggested language for letter to the Social Security Administration from F-1 student’s EMPLOYER (General On-Campus Employment)

Typed on official school or department letterhead, and containing the employer’s original signature

To whom it may concern:

This is evidence of on-campus employment for: __________(Name of student here)______________

Nature of student’s job (e.g., wait staff, library aide, research assistant, teaching assistant, department assistant, etc – you may also wish to include a brief description of duties.):

_______________________________________________________________________________

Start Date: ______________________ Number of Hours/Week: ___________________________

Not to exceed 20 hrs.

On-Campus Employer contact information:

(On Campus Employer Name – what department this work is for)

(Employer Telephone Number – main telephone number for department)

(Student’s Immediate Supervisor – can be Department Chair – Advisor; etc.)

Supervisor Signature (Original): _____________________________________________

Signatory’s Title: ___________________________________________________________

Date: ___________________________

Note: Student shows this letter to their International Advisor so that an additional eligibility letter to Social Security from the ISSO can be prepared.