Suggested language for letter to the Social Security Administration from F-1 student’s ON-CAMPUS EMPLOYER (Verifying Employment)
(Typed or written on official school or department letterhead, and containing the employer’s original signature)

Note: If the employer is the Designated School Official, this letter must come from another department of the school, for example, the department or payroll official who issues paychecks and/or is responsible for wage reporting.

To whom it may concern:

This is evidence of on-campus employment for:

(Name – F-1 Student)

Nature of student’s job (e.g., wait staff, library aide, research assistant, etc.):

______________________________________________________________

Start Date: ________________  Number of Hours/Week: __________

Employer contact information:

(Employer Identification Number (EIN))

(Employer Telephone Number)

(Student’s Immediate Supervisor)

Employer Signature (Original):

______________________________

Signatory’s Title

______________________________

Date: ______________________