Suggested language for letter from F-1 student’s EMPLOYER (General On-Campus 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, e.g., the department or payroll official that issues paychecks and/or is responsible for wage reporting.

To whom it may concern:

This is to certify that ________________________________

(Name – F-1 Student)

has been offered, or is already working in, general on-campus employment.

Nature of student’s job (e.g., waiting tables, library assistant, 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: ________________________

Working While Awaiting an SSN
An F-1 student may work while the Social Security number application is being processed. Employers may wish to reference SSA’s fact sheet, Employer Responsibilities When Hiring Foreign Workers. This fact sheet contains information on how to report wages for an employee who has not yet received an SSN and is available online at http://www.socialsecurity.gov/employer/hiring.htm. See IRS guidance “Delays in Issuing SSNs to Aliens by the Social Security Administration” at http://www.irs.gov/businesses/small/international/article/0, id=129227,00.html.