

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>.

Also, please refer to the U.S. Dept of Labor, or your state Dept of Labor, for laws regarding timely payment for work performed. See <http://www.dol.gov/elaws/esa/flsa/screen5.asp> and <http://www.dol.gov/esa/programs/whd/state/payday.htm>.