

Social Security Employer Letter Suggested Language

Suggested language for letter to Social Security Administration from F-1 or J-1 student's ON CAMPUS EMPLOYER (Verifying Employment)

**\*\*Letter must be TYPED on official school or departmental letterhead, and contain the employer's original signature**

**Please delete these directions and you can type right into the Word document.**

To Whom It May Concern:

This is evidence of on-campus employment for \_\_\_\_\_ (Student's Name) as \_\_\_\_\_ (name of office or department) He/She will be working in the office of \_\_\_\_\_ (student job title). He/She will be \_\_\_\_\_ (list duties or job description here)

Start Date: \_\_\_\_\_ Number of hours/week: \_\_\_\_\_

Employer contact information: \_\_\_\_\_  
Employer Identification Number (EIN): \_\_\_\_\_  
Employer Telephone Number: \_\_\_\_\_  
Student's Immediate Supervisor: \_\_\_\_\_

Sincerely,

(Signature of employer)

Name

Title

**EXAMPLE:**



OFFICE of INTERNSHIP and CAREER SERVICES

4600 Sunset Avenue | Indianapolis, Indiana 46208 | 317-940-8100 | Fax: 317-940-8150 | www.butler.edu

To Whom It May Concern:

This is evidence of on-campus employment for John Smith. He will be working in the office of Career & Professional Success as a Student Assistant. He will be responsible for answering phones, greeting office visitors, working on assigned projects, and assisting the CAPS staff.

Start Date: Estimated 9/5/2019 (Once the student has all their international documents and social security card application completed)

Number of hours/week: No more than 20 hours

Employer contact information: Alyssa Laskowski – alaskows@butler.edu  
Employer Identification Number (EIN): 400236302

Employer Telephone Number: 317.940.6562

Student's Immediate Supervisor: Alyssa Laskowski

Sincerely,

Alyssa Laskowski

Student Employment Coordinator