*Letter must be typed or written on official school or department letterhead, and contain the employer’s original signature.*

**DATE**

To whom it may concern:

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**Name – F-1 Student**)

has been offered 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: 39-6006492

(**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>