

**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.

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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:

900501944

**Employer Identification Number (EIN))**

\_\_\_\_\_  
**Employer Telephone Number**

\_\_\_\_\_  
**Student's Immediate Supervisor**

Employer Signature (Original): \_\_\_\_\_

Signatory's Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**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>.