

Date:

Social Security Administration
1800 Corporate Drive
Opelika, AL 36801
1-877-512-3857

SUBJECT: F-1/J-1 Student/Scholar EMPLOYER Letter of Offer Regarding On-Campus Work

To SSA officer:

We are hereby offering (student/scholar name) _____ on-campus employment.

The nature of the work done by the student/scholar is (e.g., wait staff, library aide, research assistant, etc.):

Beginning Date: _____ Number of Hours/Week: _____

Employer contact information:

☐ EIN AU employer **63-6000724**

☐ EIN Other ON CAMPUS employer: _____

(Employer Identification Number (EIN))

(Employer Telephone Number)

(Name of Student's Immediate Supervisor)

Employer Signature (Original, use blue ink, no stamps):

Title:

On Campus address: _____

THIS LETTER MUST BE TAKEN BY THE STUDENT TO THE AUBURN UNIVERSITY OFFICE OF INTERNATIONAL EDUCATION – 228 FOY HALL FOR THE SSA DSO CERTIFICATION LETTER TO BE ATTACHED (PRIOR TO GOING TO THE SSA TO APPLY FOR THE SSN)

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>