



WRIGHT STATE UNIVERSITY

EMPLOYMENT VERIFICATION TO SOCIAL SECURITY

Dear Faculty and Staff,

We would like to inform you of changes that the Social Security Administration (SSA) is making in assigning Social Security numbers for F-1 international students. Also, we would like to ask your help in providing the necessary documentation to foreign students in order to obtain a Social Security number.

Changes That Affect F-1 Foreign Students

- F-1 students seeking SSNs for **on-campus work** are required to provide documentation that they have (or have been offered) an on-campus job, and to provide verification of that employment.

The student must provide a letter from the employer on the employer's letterhead that provides employment verification, namely:

- Identity of student employee
- Nature of the job
- Anticipated or actual employment start date
- Number of hours the student is expected to work
- Employer identification number (EIN)
- Employer contact information
- Original signature and signatory's title
- Date

A sample letter is on the opposite side for your convenience.

Working While Awaiting an SSN

An F-1 student may work while the Social Security Card 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>

Please call me at x5745 if you have any questions.

Sincerely,

Steve Lyons
Director,
International Student and Scholar Services

EMPLOYEMENT VERIFICATION TO SOCIAL SECURITY

***SUGGESTED LANGUAGE FOR LETTER TO THE
SOCIAL SECURITY ADMINISTRATION FROM F-1 STUDENT'S
ON-CAMPUS EMPLOYER (VERIFYING EMPLOYMENT)
TYPED ON OFFICIAL SCHOOL OR DEPARTMENT LETTERHEAD, AND CONTAINING
THE EMPLOYER'S ORIGINAL SIGNATURE***

To whom it may concern:

This is evidence of on-campus employment for: _____.
(Name-F-1 student)

Nature of student's job (e.g. wait staff, library aide, research assistant, etc.):
_____.

Start Date: _____ Number of Hours/Week: _____
(limit of 20 hrs during school sessions)

Wright State University contact information:
_____31-0732831_____
(Employer Identification Number –EIN)

(Employer Department and Telephone Number)

(Student's Immediate Supervisor)

Employer Signature (Original): _____

Signatory's Title: _____

Date: _____