SAMPLE EMPLOYER LETTER

The Social Security Administration has specific criteria for issuance of a social security number to international students and scholars for purposes of on-campus employment. In addition to certain immigration documents, students must submit a recent pay stub **or** an offer of employment from the employer. This job offer letter **must be on office stationary/letterhead** and must include:

- Date written
- Student name
- Job title
- Name of office employing student
- Start Date
- Hours per week
- Supervisor name/phone number
- Description of duties
- Employer Identification Number (EIN)
- Original signature

Below is a sample Job Offer Letter - the letter can take any format the employer prefers, however, without the above elements, the Social Security Administration may not issue a social security number.

NOTE: A Scripps student may not start work until a Social Security Card is in-hand. It is required that the student submit a copy to the Registrar's Office, and take all their documentation to Human Resources before student can start work.

(see next page for sample letter)

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ON OFFICE LETTERHEAD

DATE

To: Social Security Administration

Re: STUDENT NAME

This is to confirm that we extend to the above-named student a formal offer of employment as a POSITION in the OFFICE at COLLEGE.

Employment is scheduled to begin on DATE and is for HOURS per week. The supervisor is NAME / PHONE NUMBER.

Job duties include: DUTIES

The Scripps Federal Employer Identification Number is 95-1664123.

Sincerely,

SIGNATURE AND PRINTED NAME OF EMPLOYER

Sample