

**To: Social Security Letter Administration**

To whom it may concern:

This is evidence of on-campus employment for: \_\_\_\_\_  
Name of F-1 student

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

\_\_\_\_\_

**Start Date:** \_\_\_\_\_  
(start date should not be more than 30 days in advance of letter's date)

**Number of Hours/Week:** \_\_\_\_\_  
(no more than 20 hours per week during the academic year/  
full time during summer/breaks)

**Employer contact information:** \_\_\_\_\_  
Employer Identification Number (EIN)

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

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

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

**Signatory's Name and 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> .

D.S.O. Certification: This certifies that the above named student is a full time F-1 student in good standing attending the University of California, Riverside.

\_\_\_\_\_  
Designated School Official-Original Signature

\_\_\_\_\_  
(951) 827-4113  
Telephone Number

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Date