

To: Social Security Letter Administration

To whom it may concern:

This is evidence of on-campus employment for: _____
Name of J-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

A J-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> .

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

Alternate Responsible Officer -Original Signature

(951) 827-4113
Telephone Number

Typed or Printed Name

Date