

**Letter to be issued by on campus employers to international students with on-campus employment
or
future employment on campus for Social Security purposes**

SAMPLE LETTER

Social Security Administration
3131 Sheridan Drive
Amherst, NY 14226

To Whom It May Concern:

The letter should contain the following information on the employer's letterhead:

- Date
- Identity of the student employee
- Job description
- Anticipated or actual employment start date
- Number of hours the student is expected to work
- Employer identification number
- Employer contact information, including the telephone number
- Name of the F-1 student's immediate supervisor
- Original signature
- Signatory's title

PLEASE NOTE THAT THE INTERNATIONAL STUDENT MAY WORK ON CAMPUS WHILE THE APPLICATION FOR THE SOCIAL SECURITY NUMBER IS BEING PROCESSED.

ALSO, EMPLOYERS MAY WISH TO ACCESS THE SOCIAL SECURITY ADMINISTRATION FACT SHEET AT:

<http://www.socialsecurity.gov/employer/hiring.htm>

The above information is provided by the Office of International Student Affairs. For more information, please contact:

Dr. Jean F. Gounard, Director
International Student Affairs,
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E-mail: gounarjf@buffalostate.edu