THIS L ETTER MUST BE PRINTED ON YOUR OFFICE/COMPANY LETTERHEAD

DELETE THIS SECTION AND PRINT ON YOUR LETTERHEAD

MEMORANDUM

TO WHOM IT MAY CONCERN

FROM: International Student and Scholar Services

**RE:** Eligibility for Social Security Number

**DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The information below constitutes verification of the employment for the following individual:

|  |  |
| --- | --- |
| **Student’s Name**  |  |
| **TUID** |  |
| **Visa Status** | [ ] F1 OR [ ]  J1  |
|  |  |
| **Nature of student’s job (e.g., wait staff, library aide, research assistant, etc.):** |  |
| **Start Date** |  |
| **Employer contact information:** |  |
| **Number of Hours/Week** |  |
| **Employer Identification Number (EIN)** | [ ]  Temple University (23-1365971) |
| **Employer Telephone Number** |  |
| **Student’s Immediate Supervisor** |  |
| **Supervisor’s Signature (Original):** |  |
| **Supervisor’s Title:** |  |
| **Date Signed** |  |
| **D.S.O’s Printed name (to be signed by ISSS staff)** |  |
| **D.S.O’s signature (Original)** |  |

**Working While Awaiting an SSN**

An individual in Nonimmigrant Student (F-1) (J-1) status may work while the Social Security number application is being processed. For more information, employing departments may wish to refer to Social Security Administration’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. socialsecurityitov/employer/hirirnt.htm. For further information, please contact this office at the address or numbers indicated above.