

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 stationary/letterhead of the office where the student will work 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: According to the Social Security Administration, the employee may work while the Social Security number application is being processed - for information, see [Employer Responsibilities When Hiring Foreign Workers](#).

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 NUMBER OF HOURS hours per week. The supervisor is NAME / PHONE NUMBER.

Job duties include: DUTIES

The OFFICE/COLLEGE Federal Employer Identification Number (EIN) is NUMBER.

Sincerely,

SIGNATURE AND PRINTED NAME OF EMPLOYER