



INDIANA UNIVERSITY
OFFICE OF INTERNATIONAL SERVICES

Bloomington

THIS IS A SAMPLE LETTER FOR F-1 STUDENTS APPLYING FOR A SOCIAL SECURITY NUMBER.

All the following information needs to be included in a **new** letter on the employer's letterhead with their original signature.

To Whom It May Concern:

This is evidence of on-campus employment for **(Last Name), (First Name)**. The nature of the student's job is **(describe student job)**. The student's start date is **(Month, Day, Year)**. The student will be working **(Number of hours per week)**. The student's rate of pay is **(enter rate of pay)**.

Employer Information:

(Name of on-campus employer)

(Employer Identification Number (EIN)) 35-6001673 (Indiana University)

(Employer Telephone Number)

(Student's Immediate Supervisor)

(Employer's original signature)

(Title) (Date)