

**F-1 Visa International Students
Evidence of On-Campus Employment Letter
For Social Security Number Application**

Instructions to Department:

This international student employee is requesting that you complete this letter so that he/she can apply for a Social Security number. **U.S. Social Security Administration requires that this letter be printed on the employer's department letterhead.** Give this completed letter to the student. The student should bring this letter to the Office of International Students & Scholars. For questions, contact OISS.

To Whom It May Concern:

This letter verifies that our department has hired the following international student for employment in our office/department.

Name: _____, _____
Student's Last Name *Student's First Name*

Date of Birth: ____/____/____ Student ID (NSHE #): _____
MM DD YY

Student's Job Title and Brief Description of duties: _____

Employment Start Date: ____/____/____ Number of Hours per Week: _____

Employer ID Number (EIN): 88-6000024 Employer Phone Number: _____

Student Employee's Immediate Supervisor: _____

Employer Signature: _____ Date: _____

Signatory's Title: _____

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This bottom section to be completed by a DSO at the Office of International Students & Scholars

As a DSO, my signature certifies that the above student is in F-1 visa status at UNLV, is in good academic standing, and is eligible to work for the on-campus employer listed above.

Designated School Official (DSO) Name: _____

DSO Signature: _____ Date: _____ DSO Phone: (702) 774-6477