

LETTER TEMPLATE FOR ON-CAMPUS EMPLOYMENT VERIFICATION TO SOCIAL SECURITY ADMINISTRATION FOR F-1 INTERNATIONAL STUDENTS

Instructions to the student:

Please ask your supervisor to download this letter at <http://iss.uconn.edu> > Students > Employment > Social Security under “Sample Employment Verification Letter for Social Security” and follow the instructions below for completing the employment section of the form. You must then bring it to ISSS (McMahon Hall, Main Floor) for certification by an International Advisor/Designated School Official (DSO).

Instructions to the employer:

Please go to <http://iss.uconn.edu> > Students > Employment > Social Security under “Sample Employment Verification Letter for Social Security” and download the Letter Template for On-Campus Employment Verification. Copy and paste the content of this letter including the ISSS DSO’s endorsement section (from # to #) into a blank document. Fill in the required student employment information (top section) and print it on your business letterhead stationary. Please sign in blue ink and return to the student.

Letter starts here.

[Date—current within last 30 days]

To Whom It May Concern:

This letter is to certify that *[student’s name]* will be working for *[# of hours]* per week at *[name of employer]*. *[His/her]* job will be to *[describe job]*. *[His/her]* employment start date is *[date]*.

For additional information, please contact the student’s supervisor, _____ at *[telephone number]*.

Sincerely, *[Signature]*

[Name of Author]

[Title]

UConn International Student & Scholar Services DSO Endorsement:

I certify that the above-mentioned student (date of birth: _____) is enrolled as a full-time student pursuing a _____ degree in _____ at the University of Connecticut and is eligible to work on-campus. The student’s F-1 SEVIS # is: _____ and their SEVIS record is active.

International Advisor (DSO) Name: _____ Telephone #: 860-486-3855

International Advisor (DSO) Signature: _____ Date: _____

Letter ends here.