

Jones Hall 2nd floor rm. 200

Office of International Education (OIE)

Tel: 940.898.3338

Fax: 940.898.2048

EMPLOYER'S LETTER
F-1 EMPLOYMENT VERIFICATION
USED TO OBTAIN A SOCIAL SECURITY NUMBER

The Texas Woman's University employer of an F-1 international student must place the attached letter on department letterhead and complete the letter. The signature must be original. It cannot be a stamp.

The student will take this letter to International Education, Jones Hall, Room 200 where he/she will be required to verify the information, verify the valid F-1 status, and then obtain a letter from the Office of International Education to that effect. The student will then take both letters to the Social Security Office, with all immigration documents.

S A M P L E

(MUST be on department letterhead)

Date _____

To whom it may concern:

This is evidence of on-campus employment for:

 (Name – F-1 Student)

Nature of student's job (e.g., wait staff, library aide, research assistant, etc.):

Start Date: _____ Number of Hours/Week: _____

Employer Contact Information:

 (Employer Telephone Number)

 (Student's Immediate Supervisor)

Employer Signature (Original): _____

Title: _____