

**Employer's Letter
to verify employment for an F-1 student
for use to obtain a Social Security number**

To comply with regulations effective October 13, 2004, 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 then take the 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
(Place on Department letterhead)

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): _____

Signatory's Title: _____

Date: _____