

(This is a *SAMPLE* letter for departments to use for SSA: Must be typed on department letter head with original signature – not stamped.) Effective 07/18/2019

Social Security Administration  
Miami, FL

To Whom It May Concern:

This is evidence of on-campus employment for: Name of F-1 or J-1 student

An F-1 \_\_\_\_ OR J-1 \_\_\_\_ Student at FIU.

Nature of student's job: (e.g. library aide, research assistant, sales rep. etc.) \_\_\_\_\_

Start date: \_\_\_\_\_ Number of hours/week: \_\_\_\_\_

Employer information: FIU/State of Florida EIN # 596001874

FIU independent EIN # 650177616

\_\_\_\_\_  
Employer Department

\_\_\_\_\_  
Employer/Department Telephone Number

Student's Immediate Supervisor

**Employer's/Supervisor's Signature:** \_\_\_\_\_

**Signatory's Name and Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

***ISSS USE ONLY***

Under federal regulations *8 CFR 214.2(f)(9)(i)* F-1 international students and under *22 CFR 62.23(g)*, J-1 exchange visitor students may engage in part-time on-campus employment. This type of employment is "incident to status," and does not require DHS or DSO authorization, or updates to the SEVIS record.

The student named above is an F-1 or J-1 non-immigrant student currently enrolled at Florida International University and has secured part-time on-campus employment at the location listed above. He/she wishes to secure a social security number to work on campus.

Thank you for assisting this student with obtaining a social security number.

Sincerely,

International Student and Scholar Services/DSO