Departmental Letter to Social Security Administration for F-1 & J1 students who are working on campus employment (Verifying Employment).

This letter should be typed or written on official school or department letterhead and containing the employer’s original signature. More Information is available on the International Center’s website at http://louisville.edu/internationalcenter/isss/life-uofl/social-security

For additional information contact the International Center at 502 852-6604.

TO WHOM IT MAY CONCERN:

This is evidence of on campus employment for: _____________________________

(Name of F1 student)

Job Title: ______________________________________________________________________

Nature of Job: (e.g. library aide, grader, computer worker)

______________________________________________________________________________

Employment Start Date: _______________ Number of Hours Per Week: _______________

Employer Contact Information: Supervisor’s Name: ______________________________

Supervisor Telephone Number____________________

Employer Signature (Original) ______________________________________________________________________

Employer Title: _______________________________________________________________________________

Date: __________________________________________________________________________________________

Rev. 9/2016