

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/iss/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: _____

Sample