

International Students Evidence of On-Campus Employment Letter For Social Security Number Application

Instructions to Department:

This international student employee is requesting that you complete this letter so that he/she can apply for a Social Security number. U.S. Social Security Administration requires that this letter be **printed on the employer's department letterhead**. Give this completed letter to the student. The student should bring this letter to the Office of International Students & Scholars. See www.unlv.edu/studentlife/international for more information.

To Whom It May Concern:

This letter verifies that our department has hired the following international student for employment in our office/department.

Name: _____, _____
Student's Last Name Student's First Name

Date of Birth: ____/____/____ **Student ID:** L000_____
MM DD YY

Student's Job Title and Brief Description of duties:

Employment Start Date: ____/____/____ **Number of Hours per Week:** _____

Employer ID Number (EIN): 88-600002 **Employer Phone Number:** _____

Student Employee's Immediate Supervisor: _____

Employer Signature: _____ **Date:** _____
Name

Signatory's Title: _____

This bottom section to be completed by Office of International Students & Scholars
DSO Sign-Off -

As a DSO, my signature certifies that the above student is in F-1 visa status at UNLV, is in good academic standing, and is eligible to work for the on-campus employer listed above.

Designated School Official (DSO) Name: _____

DSO Signature: _____ **Date:** _____

DSO Phone: (702) 895-0143

Instructions for International Student

1. Ask your campus employer to fill out and print this letter for you on the department's letterhead.
2. Bring this completed letter to the ISS office to request a "Social Security Letter"
3. After receiving your Social Security Letter from ISS, go to Social Security Administration office and bring these 6 documents:

Evidence of Employment Letter (this letter), Social Security Letter from ISS, UNLV I-20, passport, visa, I-94 card