

# F-1 Visa 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](http://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):** 88-6000024 **Employer Phone Number:** \_\_\_\_\_

**Student Employee's Immediate Supervisor:** \_\_\_\_\_

**Employer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Name

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

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**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 OISS to request a DSO signature
3. After receiving the signature from OISS, go to Social Security Administration office and bring these 5 documents:  
Evidence of Employment Letter (this letter), UNLV I-20, passport, visa, I-94 card