UNIVERSITY OF NORTH DAKOTA
INTERNATIONAL CENTER

Dear Employer:

The Social Security Administration requires that students with F-1/J-1 visas present proof of employment to the Social Security Officer at the time that the student applies for a social security card. This proof should be in the form of a letter from the student's employer and is provided in addition to the eligibility verification requested from the International Student Advisor.

Please assist your student employee by providing them with a letter on department letterhead that includes all of the following information:

- Name of F-1/J-1 student
- Nature of student's job (eg., wait staff, library aide, research assistant, etc.)
- Start date
- Number of hours per week
- Employer contact information
- Employer Identification Number (EIN)
- Employer Telephone number
- Student's Immediate Supervisor
- Employer Signature (Original)
- Signatory's Title
- Date

The student should bring the completed letter to the Office of International Programs to request the additional eligibility verification for the application process.

Should you have any additional questions, please feel free to contact either of us. Thank you for your attention to this matter.

Sincerely,

Amy Senger
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